RENTED HOUSING ALLOWANCE APPLICATION FORM

SECTION 1: TO BE COMPLETED BY APPLICANT

DATE: _____

NAME OF OFFICER: _____

EMPLOYING PROVINCIAL COUNCIL: _____

TELEPHON (W): _____

EMPLOYMENT STATUS: _____

MARITAL STATUS: MARRIED YES/NO: _____

(IF YES) IS SPOUSE A GOVERNMENT EMPLOYEE? _____

NAME OF SPOUSE: _____

MINISTRY/DEPT/AGENCY SPOUSE IS ATTACHED TO: _____

DOES SPOUSE RECEIVE HOUSING ALLOWANCE?: _____

DATE YOU ACTUALLY OCCUPIED THE PROPERTY: _____

PLEASE ATTACH RENTAL RECEIPTS

SECTION 2: SECTION TO BE COMPLETED BY LANDLORD

A) NAME: _____

B) LOCATION OF PROPERTY: _____

C) ARE YOU THE TRUE OWNER/AGENT OF THE PROPERTY DESCRIBED ABOVE? PLEASE INDICATE BELOW AND PROVIDE EVIDENCE

_____

SECTION 3: CERTIFICATE OF OWNERSHIP (COMPLETE BY LANDLORD)

I, _____, CERTIFY THAT I AM THE TRUE

LANDLORD/LANDLADY/AGENT OF THE PROPERTY DESCRIBED AND THAT

I AM RENTING IT TO:

MR/MRS/MS:_____

FOR VT_____ PER MONTH, FROM: / /

SIGNATURE: _____ DATE: _____

POSTAL ADDRESS: _____

SIGNATURE OF WITNESS: _____ DATE: _____

SECTION 4: TO BE COMPLETED BY THE APPLICANT

I, CERTIFY THAT THE ABOVE DETAILS ARE TRUE AND CORRECT AND SHOULD ANY OF THESE DETAILS CHANGE, I WILL NOTIFY THE SECRETRAY GENERAL/PROVINCIAL COUNCIL OR HR OFFICER IN WRITING IMMEDIATELY.

SIGNATURE OF OFFICER: _____

SECTION 5: SECRETARY GENERAL OF THE PROVINCIAL COUNCIL'S SIGNATURE AND RECOMMENDATION

_____

_____

SIGNATURE: _____

DATE:_____

SECTION 6: FOR THE PROVINCIAL COUNCIL PRESIDENT ONLY

APPROVED/NOT APPROVED

SIGNATURE: _____

NAME: _____ DATE: / /