



ANNEXURE A

INDIVIDUAL REGISTRATION NUMBER		INDIVIDUAL PHDB RESOLUTION NUMBER		
APPLICATION FOR AN INDIVIDUAL HOUSING SUBSIDY				
INDIVIDUAL SUBSIDY	Credit-Linked*			
	Non-Credit Linked*			
THE APPLICATION IS HEREBY DECLINED FOR THE FOLLOWING REASONS				
1.				
2.				
3.				
PHD means Provincial Housing Department	<input type="checkbox"/> For office use only	*Tick whichever is applicable		
IN CASE OF INCOMPLETE INFORMATION - CONTACT: (To be completed by Applicant)				
NAME:		ID NUMBER:		
POSTAL ADDRESS:				
CONTACT NUMBER:				
EMAIL ADDRESS:				
ACKNOWLEDGEMENT OF RECEIPT		<table border="1"> <tr> <td> <p>WESTERN CAPE PROVINCIAL GOVERNMENT</p> <p>DEPARTMENT OF INFRASTRUCTURE</p> <p>dd/mm/yyyy</p> <p>DIRECTORATE: PUBLIC INFORMATION & STAKEHOLDER RELATIONS: HELPDESK</p> </td> </tr> </table>		<p>WESTERN CAPE PROVINCIAL GOVERNMENT</p> <p>DEPARTMENT OF INFRASTRUCTURE</p> <p>dd/mm/yyyy</p> <p>DIRECTORATE: PUBLIC INFORMATION & STAKEHOLDER RELATIONS: HELPDESK</p>
<p>WESTERN CAPE PROVINCIAL GOVERNMENT</p> <p>DEPARTMENT OF INFRASTRUCTURE</p> <p>dd/mm/yyyy</p> <p>DIRECTORATE: PUBLIC INFORMATION & STAKEHOLDER RELATIONS: HELPDESK</p>				
Checked & Accepted by:				
Submitted By:				

X

****PLEASE NOTE: faxed or emailed applications are not accepted****
 The original application and certified copies of all supporting documents must either be hand-delivered or posted to the following address:

Hand-delivered: Helpdesk, Ground Floor, 27 Wale Street, Cape Town, 8001

Post: Attention: Subsidy Administration, Private Bag X9083, Cape Town, 8000

TABLE 1	
THE FOLLOWING DOCUMENTS MUST BE KEPT BY THE LENDER	OFFICIAL USE
Certified copy of Marriage Certificate	
Certified copy of R.S.A. Bar Coded Identity Document (Self and Spouse)	
Certified copy of Birth Certificate baring the eight-digit identity number	
Certified copy of Divorce Settlement	
Certified copy of Spouse's Death Certificate	
Certified copy of Permanent Residence Permit (Bar Coded Permit)	
Proof of loan granted by lender, where applicable	
Certified copy of Agreement of Sale; if applicable	
Certified copy of Building Contract and Approved Building Plan, if applicable	
Certified copy of Proof of Monthly Income	
Certified copy of Permanent Residence Permit (Bar coded permit)	

TABLE 2 (For PHD use only)				
	PROCESS RECORD	DATE	SIGNATURE	
			Official	Supervisor
1.	Application Received			
2.	Electronic Procedural Check			
3.	Application Returned for Correction from PHD			
4.	Application Returned Corrected			
5.	Data Captured			
6.	Data Verified			
7.	Searches Completed: a) Home Affairs b) Deeds Office c) National Housing Data Base			
8.	Date Subsidy Approved by PHD			
9.	Date applicant notified of PHD acceptance/ non-acceptance			

X

SECTION A: PERSONAL DETAILS												
A "Spouse" is defined as a Husband, Wife or Long-Term Partner cohabiting for a period of at least 6 months												
Married, living with long term partner or single with dependants												
	Period			Period				Period				
Married*		Habitually Co-habiting with long term partner*				Widow/Widower with dependants*						
Divorced with dependants*		Single with dependants*										
	APPLICANT					SPOUSE (or Deceased Partner)						
Surname												
Maiden or Former Surname												
Full Names (First Three Only)												
Identity Number												
Gender	Male*			Female*			Male*			Female*		
Race	African*			White*			African*			White*		
	Coloured*			Indian*			Coloured*			Indian*		
	Other*						Other*					
If "other" specify:												
Residential Address:												
.....												
.....												
.....												
.....												
** For statistical Purposes												

X	SECTION B: DETAILS OF ALL DEPENDANTS															
	Surname	Initials	Identity Number/Thirteen Digit Birth Certificate Number										Age	Relationship to Applicant	Gender	

X	SECTION C: MONTHLY INCOME DETAILS			
			Applicant	Spouse
	Indicate if you are:	Employed *		
		Self Employed *		
		Social Welfare *		
		R		
	Basic Monthly Income		R	R
	Housing Allowance Payable (Loan Interest Subsidy)		R	R
	Social Welfare Grant		R	R
	TOTAL		R	R
JOINT TOTAL (Applicant and Spouse)		R		
Amount of Bond Applied for		R		

X	SECTION D: DETAILS OF CITIZENSHIP		
	Are you a South African Citizen	YES *	NO *
	If you are not a South African Citizen supply the following:		
	Country of which you are a Citizen		
	South African Permanent Residence Permit Number		
	Date Permit was Issued		

X	SECTION E: DETAILS OF PROPERTY TO BE PURCHASED WITH SUBSIDY			
	Name of Seller			
	District:		Municipality	
	Township:		Erf (Stand) / Lot Number*	
	Township Extension:			
	Unit Number:			
	Description of Dwelling *	Flat (Name of Building)	House (Street Address)	
	Type of Tenure	Ownership	Other	
		If other: Specify		

X	SECTION F (i): FUNDING DETAILS IN RESPECT OF PURCHASE OF PROPERTY	
	TOTAL PRODUCT PRICE	R
	a) Subsidy	R
	b) Amount of Home Loan	R
	c) Own Cash Contribution	R
	TOTAL	R
	d) Subsidy amount qualified for	R
	e) Total Bond qualified for	R
	f) Subsidy Amount Qualified for	R
	g) Disability Subsidy (Plus)	R
	h) Geotechnical Assistance (Plus)	R
	Sub Total	
	i) Grants Received from State Resources (Minus)	R
Total Subsidy Amount Qualified for	R	

X

SECTION G: DETAILS OF CONVEYANCER

Name:			
Postal Address:			
Conveyancer Fee:	R		
Approval Code of Lender			
Telephone Number	Code		
Facsimile Number	Code		

X

SECTION H: DETAILS OF LENDER FOR A FINANCE LINKED INDIVIDUAL SUBSIDY APPLICATION

Name:			
Postal Address:			
Approval Code of Lender			
Telephone Number	Code		
Facsimile Number	Code		

X

SECTION I: DETAILS OF CONTRACTOR/BUILDER

Name:			
Postal Address:			
National Home Builders Registration Council's Registration Number			
Telephone Number	Code		
Facsimile Number	Code		

SUPPLEMENT [AS HIGHLIGHTED] TO THE HOUSING SUBSIDY APPLICATION FORM

AFFIDAVIT

AFFIDAVIT BY APPLICANT & SPOUSE/PARTNER *

We, the undersigned applicant and spouse/partner, do hereby solemnly/under oath* declare:

1. That all the information contained in this application form (including Appendix 1) is true and correct and that all material facts have been disclosed therein.
2. That we are married to each other/ habitually cohabit with each other as if we are husband and wife*.
3. That neither of us:
 - currently owns or has ever previously owned any residential property in full ownership, leasehold or deed grant;
 - have never purchased a state-subsidised residential property of which transfer has not yet been taken;
 - have previously received financial assistance from the Government of the Republic of South Africa or Independent Development Trust or the former Self Governing Territories or TBVC States or any other State financed subsidies in order to acquire a residential property; and
 - Estate's has, at the date of this application, been sequestrated or made insolvent.
4. That I have listed all my financial dependants in the application form.
5. That the information supplied with regard to my financial dependants is correct.
6. That all the dependants listed in the application are financially dependent on me.
7. That all the financial dependants listed in the subsidy application form reside permanently with me.
8. That all details given in this application form with regard to ourselves, our income and employment status are true and correct.
9. That the disabled person referred to in the medical certificate (Appendix 1) is either of us or, my child or my financial dependant.

I/We, further acknowledge:

10. That should the property, which we are to acquire, not have been transferred to us within three months after the date on which the Provincial Housing Department has made the subsidy available to us, or the Support Organisation fails to comply with any of its obligations in terms of the Agreement, the Provincial Housing Department shall, at its discretion, be entitled to withdraw the subsidy.
11. That we are aware that if any information supplied by us in this application is incorrect or fraudulent, the Provincial Housing Department may take appropriate legal action against us and may also institute a criminal prosecution.

X

.....
SIGNATURE OF APPLICANT

.....
SIGNATURE OF SPOUSE/PARTNER

DATE:.....

DATE:.....

COMMISSIONER OF OATHS

I CERTIFY that the Deponent/s has/have acknowledged that he/she/they* know and understand the contents of their affidavit's, which was/were signed and sworn to/affirmed* before me at
on this day of of the year

OFFICIAL DATE STAMP

Full names and Surname:

Identity Number:

Capacity:

Postal Address:

Area:

.....
SIGNATURE OF COMMISSIONER OF OATHS

CHECKLIST

THE FOLLOWING DOCUMENTS ARE REQUIRED
WHEN THE COMPLETED APPLICATION IS RETURNED TO THIS OFFICE

A. NON-CREDIT LINKED APPLICATIONS

Where the applicant has a cash deposit or is obtaining a loan from an institution other than a registered financial institution

NO	ITEM	<input checked="" type="checkbox"/>
1	Certified copies of identity document(s)	
2	Certified copies of dependent(s) birth certificates/ ID's	
3	Certified copy of marriage certificate/ final order of divorce/ spouse death certificate	
4	<ul style="list-style-type: none"> • Original/ certified copy of recent payslip • Original "self-printed" payslip stamped by employer • Affidavit confirming unemployment • Proof of social grant <p>*Please note that in cases where applicant/s receive: a) basic salary only: they should submit their current payslip/s; b) housing allowances: they should submit their current payslip/s; and c) commission/ Incentives: they should submit 12 consecutive months' payslip/s to enable this office to calculate an average income.</p>	
5	Certified copy of deed of sale/ offer to purchase	
6	Certified copy of letter confirming loan approval/ certified copy of deposit slip	
7	Certified copy of seller's title deed/ deed of transfer	
8	Original/ certified copy of statement of transfer costs	
9	Proof of registration on the housing database ("waiting list")	
10	Affidavit stating the relationship between the applicant(s) and seller(s)	
11	Affidavit from seller(s) indicating where they will reside once the house is sold	

B. PLOT & PLAN APPLICATIONS

Where the applicant is the registered owner of an erf and is applying for the subsidy to construct/ complete a top structure

NO	ITEM	<input checked="" type="checkbox"/>
1	Certified copies of identity document(s)	
2	Certified copies of dependent(s) birth certificates/ ID's	
3	Certified copy of marriage certificate/ final order of divorce/spouse death certificate	
4	Please refer to number "4" above	
5	Certified copy of the applicant's title deed/ deed of transfer	
6	If applicable, certified copy of council-approved building plan	