

Application Form for Rental Subsidy (and Rental Deduction) for Field Stations

For Official Use:	
Date:	_____
From:	_____
To:	_____
Subsidy:	_____
Retro:	_____

This page to be completed by field staff member.

Section A: General Information

1. Index No.: _____ 2. Name: _____ 3. Division/Section: _____
 SAP/PER No: _____ 4. Duty Station: _____

Check One

5. Date of arrival at Duty Station: _____
 Date (dd.mm.yyyy)

6. Nature of Application:

Check One

First application at this duty station.

Change in dwelling. _____
 Date (dd.mm.yyyy)

Change in rent (same dwelling). _____
 Date (dd.mm.yyyy)

Annual resubmission of application.
 Present rental subsidy period ends(ed): _____
 Date (dd.mm.yyyy)

II. Rental Information

7. Accomodation is: _____

8. Period of lease: From: _____ To: _____
 Date (dd.mm.yyyy) Date (dd.mm.yyyy)

9. Agent/Brokers's fee: _____ If yes, please specify amount: _____

10. Total **monthly** net rent: _____
 (Clearly indicate currency as per lease agreement)

Amount Should Be Exclusive Of:

· Subsidy from other source – indicate source and amount: _____

- Electricity & other costs. (If electricity or other maintenance costs are included in monthly rent above, please indicate amount which has been **deducted** from net rent _____).

- Security costs if any with anyone besides immediate family members, above amount should be that actually paid by you. (Indicate amount, if any, paid by others: _____).

11. Currency of actual rental payment to landlord _____.

12. I certify that the above information is correct and up to date, and have attached a copy of the lease agreement for review by certifying official.

 Signature Staff Member

 Date (dd.mm.yyyy)

This page to be completed by the Senior Certifying Official at the Duty Station.

One box below must be checked or application will be returned.

- 13.a I certify that the dwelling occupied by the staff member is appropriate to the circumstances and family status of the staff member and that the rent is reasonable given the local market conditions. To the best of my knowledge all the information recorded is up to date.

The necessary supporting documentation has been submitted and verified and kept at the duty station.

13. b In view of the staff member's family status and/or the conditions prevailing in the local housing market, the rent shown in 10. is inappropriately high. It is therefore recommended that a rental amount of _____ be used for the calculation of the rental subsidy.
- 13.c I certify that the dwelling provided to the staff member is of substandard quality and that the calculated deduction (if any) should be reduced to one half.

14. Lease Agreement

I certify that I have reviewed the lease agreement and have verified that the information provided by the staff member is in accordance with the lease agreement.

Title Certifying Official

Signature Certifying Official

Date (dd.mm.yyyy)

If this application is incomplete or illegible it will be considered invalid and returned to originating field office.

Please scan/fax or pouch application to the attention of DHR/HRSS – Payroll Unit – New York HQs Office #TA 26B.
Fax 212.824.6328.