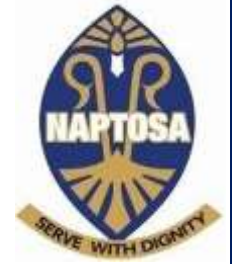




NATIONAL NEWS FLASH



SERVING EDUCATION SINCE 1904

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20 May 2024

Housing Allowance Benefit for Qualifying Members

There are more than 150,000 public servants currently eligible for the housing allowance who have not applied for it. It is important to note that this benefit is not applied automatically. **Employees must apply for it!** NAPTOSA urges members who qualify to apply, this is money that you are entitled to.

WHO MAY APPLY FOR THE HOUSING ALLOWANCE?

- Any public educator or service official permanently employed by the state.
- You must either rent residential premises with a formal rental agreement as a tenant or own your residential property as a homeowner.
- If you and your spouse are both working in the public service, you both qualify to apply for the allowance.

WHAT ARE THE CONDITIONS?

- You and/or your immediate family must live on the property.
- The home must be in South Africa.

WHERE CAN ONE OBTAIN THE REQUIRED FORMS FOR THE HOUSING ALLOWANCE?

- The forms can be downloaded from the DPSA website on www.dpsa.gov.za



Alternatively, scan the QR Code to download the form.

- The "Human Resources Management Guidelines for Schools", which should be available at your school or from your nearest District or Provincial Office.

HOW DO YOU APPLY FOR THE HOUSING ALLOWANCE?

Step 1: Complete the Housing Allowance form (downloadable from the QR Code above)

- If you are a **homeowner**, complete and sign the Housing Allowance **application form for Homeowners**.
- If you are a **tenant**, complete and sign the Housing Allowance **application form for Tenants**.

Step 2: Attach the supporting documentation.

→ Attach the following supporting documentation if you are a **homeowner**:

- 🏠 Certified copy of the Title deed or Ghost deed report or an original Tax Invoice from the financial institution.
- 🏠 Permission to occupy certificate (PTO) *(if applicable)*.
- 🏠 Installment Sale Agreement *(if applicable)*.
- 🏠 A letter from the NHFC funded lender/ intermediary or original Tax Invoice from your financial institution.

→ Attach the following supporting documentation if you are a **tenant**:

- 🏠 Rental agreement *(if applicable)*
- 🏠 Offer to purchase/Deed of sale which includes the occupational rent clause (if applicable)
- 🏠 Affidavit for occupancy.

Step 3: Submit the application form.

- 🏠 Submit the completed Housing Allowance application form together with the relevant supporting documentation to your school administrator or forward it to the district office.

Step 4: Receive a Letter of Approval/ Rejection

- 🏠 If your application is approved by your district or provincial office, you will receive a letter of approval via your school Principal.
- 🏠 If your application is rejected by your district or provincial office, you will receive a letter of rejection via your school Principal.

NAPTOSA encourages all qualifying members to apply for the housing allowance and make full use of this benefit. Members can contact NAPTOSA Provincial offices for additional information. Not a member yet?

Join today: <https://naptosa.org.za/become-a-member/>

Mr BL Manuel

Executive Director