



HOUSING ALLOWANCE APPLICATION FORM FOR TENANTS

INSTRUCTIONS

- 1 Employees who are/became tenants on or after 1 January 2005 should complete this application form.
- 2 Complete and tick the boxes that apply to you.
- 3 Please see list of documents in Section B, which **must** be attached to your application. If necessary please refer to the Employee Guide on the Housing Allowance for physical examples.
- 4 Ensure that you have completed and signed the form and attached all the documents required since lacking information may delay the payment of your application.
- 5 If you experience difficulty to complete this application form, please do not hesitate to contact your personnel office for assistance.

SECTION A: PERSONAL DETAILS

EMPLOYEE'S DETAILS

Surname		Initials	
Department		Component	
ID no			
PERSAL No			
Contact No	Work		
	Home		
	Cell		

SPOUSE'S DETAILS

Surname		Initials	
ID No			
Employer			
Work address			
Contact No	Work		
	Home		
	Cell		

SECTION B: RENTAL STATUS					
Reference code	I am a tenant because-	Tick the applicable box	Proof to be attached to this application form	Tick the applicable box if proof is attached	
				Yes	No
R1	I pay occupational rent to the person I am buying my home from		Offer to purchase/ Deed of Sale which includes the occupational rent clause		
R2	I rent a home from a private landlord/ municipality		Rental Agreement		
R3	I rent a home from family or friends		Rental Agreement		
R4	I am obliged to occupy and rent State Housing as defined in Part XVI of Annexure B to PSCBC Res. 3 of 1999		Rental Agreement		
R5	I am voluntary occupying and renting Other Housing in terms of a departmental policy defined in Part XVI of Annexure B to PSCBC Res. 3 of 1999		Rental Agreement		

For Official Use	
Proof is attached	
Yes	No

SECTION D: OCCUPANCY DETAILS					For Official Use	
The home is occupied by-	Tick the applicable box		Proof to be attached to this application form	Tick the applicable box if attached		Proof is attached
				Yes	No	
Myself			A sworn affidavit			
My spouse						
My dependants						
My spouse & dependants						
Date of Occupancy						
The full residential address of the home is:						

SECTION E: CONFIRMATION, ACKNOWLEDGEMENT, UNDERTAKING AND DECLARATION	
<p>I the undersigned-</p> <p>(a) Confirm that the information in this application form is accurate;</p> <p>(b) Acknowledge that I could be disqualified from the Housing Allowance Scheme should the information provided be false and/or inaccurate in which event the employer may recover any monies over paid and institute disciplinary action and/or lay criminal charges (depending on the seriousness of the situation);</p> <p>(c) Undertake to inform the employer should there be any changes in my situation as a home owner and occupancy of my home; and</p> <p>(d) Declare that the home is occupied as indicated in the form.</p>	
Employee Signature	Date

FOR OFFICIAL USE ONLY									
Employee Persal No									
Employee is a tenant in category		R1	R2	R3	R4	R5	Do not comply		
The home is occupied according to the requirements in the Determination on Housing		Yes		No		Do not comply			
Application for Housing Allowance is-									
Approved				PERSAL Code assigned <i>(tick the applicable code)</i>			Corresponding Reference Code in Section B (R1 –R5)		
OR									
Declined				Reasons (if declined) 					
Reasons (if declined)									
Signature of official authorised to approve the Housing Allowance									
Name in print									
Designation									
Date									
INSTRUCTIONS									
Inform employee of the outcome of his/her application					Prepare decline letter with reasons				
					Prepare letter of approval				
Capture on PERSAL									

Behuising - Eienaar	Housing – Home Owner
<p>Die volgende is van toepassing wanneer daar vir behuisingssubsidie aansoek gedoen word: Voltooi die dokument</p> <p>Section A Department: Education Component: Skool se naam</p> <p>Section B Merk die toepaslike blokkie en heg die dokumente aan:</p> <ul style="list-style-type: none"> • Indien eiendom afbetaal is – <ul style="list-style-type: none"> ○ Afskrif van die titelakte • Indien daar 'n verband op die eiendom geregistreer is – <ul style="list-style-type: none"> ○ Dokument van die bank waarop die verbandregistrasie verskyn “Subsidy Enquiry” dokument – moet die bank- en datumstempel dra; en ○ Aktesoek-bewys van die prokureur (hoef nie gewaarmerk te word nie) <p>Section C Merk die toepaslike blokkie en heg die dokumente aan:</p> <ul style="list-style-type: none"> • Indien die eiendom afbetaal is – <ul style="list-style-type: none"> ○ Geen bewys • Indien daar 'n verband op die eiendom geregistreer is - <ul style="list-style-type: none"> ○ Beëdigde brief deur die eienaar wat die afbetaling verduidelik, bv. Maandeliks per debiet order. ○ Bewys van registrasie op die GEHS se webblad (hoef nie gewaarmerk te word nie). <p>Section D Merk die toepaslike blokkie en heg die dokumente aan:</p> <ul style="list-style-type: none"> • Gewaarmerkte afskrif van huweliksertifikaat; • Gewaarmerkte afskrif van skeidingsbevel en volledige skikkingsooreenkoms. • Gewaarmerkte afskrif van salarisadvies van die gade (alternatiewelik 'n beëdigde verklaring dat hy/sy werkloos is of selfwerkzaam is of “n bewys van pensionaris status) • Beëdigde verklaring van die adres van die eiendom, datum wanneer die eiendom bewoon geraak het, wie saam in die eiendom woon. • Gewaarmerkte afskrif van aansoeker se ID-dokument. 	<p>The following has reference when you apply for housing subsidy: Complete the document:</p> <p>Section A Department: Education Component: School name</p> <p>Section B Mark the applicable block and attach the following documents:</p> <ul style="list-style-type: none"> • The bond/loan is paid off – <ul style="list-style-type: none"> ○ Copy of the title deed • Repaying a bond / home loan to a financial institution – <ul style="list-style-type: none"> ○ Stamped and dated registration document from the bank/financial institution “Subsidy Enquiry document”; ○ Deed search from attorney (not necessary to certify). <p>Section C Mark the applicable block and attach the following documents:</p> <ul style="list-style-type: none"> • The bond has been paid off. <ul style="list-style-type: none"> ○ No proof required • Repaying a bond / home loan to a financial institution – <ul style="list-style-type: none"> ○ Certified letter explaining the repayment procedure, e.g. monthly debit order. ○ Proof of registration on the GEHS website (not necessary to certify) <p>Section D Mark the applicable block and attach the following documents:</p> <ul style="list-style-type: none"> • Certified copy of marriage certificate; • Certified copy of divorce certificate an complete divorce agreement; • Certified copy of salary advice of spouse (Alternatively an affidavit declaring unemployment, self-employment or proof of pension status) • Affidavit declaring the address of the property, the date of occupancy and the people occupying the property. • Certified copy of applicant's ID.

Behuising - Huurder	Housing - Tenant
<p>Die volgende is van toepassing wanneer daar vir behuisingssubsidie aansoek gedoen word: Voltooi die dokument</p> <p>Section A Department: Education Component: Skool se naam</p> <p>Section B Merk die toepaslike blokkie en heg die dokumente aan: Gewaarmerkte afskrif van die huurooreenkoms. (Indien die huur terme slegs mondelings ooreengekom is, word versoek dat u die voorbeeld huurooreenkoms voltooi en saam met die aansoek indien).</p> <p>Section C N.V.T.</p> <p>Section D Merk die toepaslike blokkie en heg die dokumente aan: Bewys van registrasie op die GEHS se webblad (hoef nie gewaarmerk te word nie). Nominasie van begunstigdes (Vorm) Gewaarmerkte afskrifte van die genomineerdes Gewaarmerkte afskrif van huweliksertifikaat; Gewaarmerkte afskrif van skeidingsbevel en volledige skikkingsooreenkoms. Gewaarmerkte afskrif van salarisadvies van die gade (alternatiewelik 'n beëdigde verklaring dat hy/sy werkloos is of dat hy/sy selfwerkzaam is of bewys van pensionaris status) Beëdigde verklaring van die adres van die eiendom, datum wanneer die eiendom bewoon geraak het, wie saam in die eiendom woon. Gewaarmerkte afskrif van aansoeker se ID-dokument.</p>	<p>The following has reference when you apply for housing subsidy: Complete the document:</p> <p>Section A Department: Education Component: School name</p> <p>Section B Mark the applicable block and attach the following documents: A certified copy of the rental agreement (If the rental agreement was verbal, we request that you complete the example rental agreement and submit that with your application).</p> <p>Section C Not applicable.</p> <p>Section D Mark the applicable block and attach the following documents: Proof of registration on the GEHS website (not necessary to certify) Nomination of beneficiaries form Certified copies of beneficiaries' ID's Certified copy of marriage certificate; Certified copy of divorce certificate and complete divorce agreement; Certified copy of salary advice of spouse (Alternatively an affidavit declaring unemployment, self-employment or proof of pension status) Affidavit declaring the address of the property, the date of occupancy and the people occupying the property. Certified copy of applicant's ID.</p>
<p>BELANGRIK: Persone (onderwysers) wat by hulle ouers in die huis woon kan nie aansoek doen om behuisingssubsidie te ontvang nie.</p>	<p>IMPORTANT: Persons (teachers) who are still living with their parents, cannot apply for housing subsidy.</p>
<p>Onderwysers wat in koshuise woon moet aansoek doen om behuisingssubsidie volgens die huurder prosedure. Die huurooreenkoms met die skool en SBL word aangeheg. In hierdie geval kan onderwysers aansoek doen om die fondse te onttrek voor aftrede indien hy/sy nie meer diens doen in die koshuis nie en indien hierdie onderwyser reeds eiendom besit.</p>	<p>Teachers who live in hostels should apply for housing subsidy according to the rental agreement procedure. The rental agreement with the school and the SGB should be attached. In this case teachers can apply to withdraw the saved component from GEHS before retirement if he/she no longer lives in the hostel and if this teacher is a home owner.</p>



NOMINATION OF BENEFICIARIES
FOR THE GOVERNMENT EMPLOYEES HOUSING SCHEME: INDIVIDUAL-LINKED
SAVINGS FACILITY (GEHS: ILSF) BENEFICIARIES

I hereby give notice of my wish that the GEHS: ILSF, which may be payable upon my death, be paid to the beneficiaries mentioned below and in the proportion indicated by me.

A) PARTICULARS OF GEHS ILSF CONTRIBUTOR

1. Persal No. _____ 2. Title _____
3. Surname _____
4. First Name _____
5. Middle names _____
6. ID No. _____ 7. Date of Birth _____
8. Employer Name _____

B) BENEFICIARY 1

Surname: _____
First Name: _____
ID No. _____
Last Known Physical Address _____
Code: _____
Date of birth _____
Relationship _____
Tel No. _____
Cell No. _____
Percentage of benefit _____ %

BENEFICIARY 2

Surname: _____
First Name: _____
ID No. _____
Last Known Physical Address _____
Code: _____
Date of birth _____
Relationship _____
Tel No. _____
Cell No. _____
Percentage of benefit _____ %

TOTAL = %

VERY IMPORTANT!!!! INVALID IF TOTAL NOT = 100%

ALL PAGES OF THIS FORM MUST BE COMPLETED IN ORDER FOR THIS FORM TO BE VALID AND THE MEMBER AND THE WITNESSES MUST INITIAL THIS PAGE

Member initial _____ Witness 1 Initial _____ Witness 2 Initial _____

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Date _____

Witness 1

First Name: _____

Signature_____

Witness 2

First Name: _____

Signature_____

Member initial _____ **Witness 1** _____ **Witness 2** _____
Initial Initial Initial

Government Employees Housing Scheme

General Information Booklet



We Belong, We Care, We Serve



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA



GEHS

Government Employees
Housing Scheme

For Service. For Dignity

GEHS General Information

1. What is the GEHS?

The Government Employees Housing Scheme (GEHS) is an employee benefit scheme that offers housing access support services to government employees.

In addition to Government Pension Fund (GEPF) and Government Medical Aid Scheme (GEMS), the State as employer administers an employee housing assistance scheme (GEHS) to ensure that employees have access to adequate housing on a sustainable basis.

Similar to other employer companies, the GEHS offers housing access support services specifically to government employees in national and provincial government departments and related public institutions.



2. Background to the GEHS

Government and Organised Labour concluded a collective agreement to establish a Government Employees Housing Scheme (GEHS) with the following objectives:

- To support, educate and advice employees on housing options and opportunities.
 - To enhance employees access to affordable housing.
 - To promote home ownership and facilitate asset security among employees.
 - To assist employees to access affordable housing loans and finance.
 - To assist employees to rent houses with a view to buy and own homes.
 - And to provide transitional arrangements towards the GEHS.
- The agreement is contained in the Public Service Coordinating Bargaining Council (PSCBC) Resolution 7 of 2015.

3. Governance and Management

In terms of clause 4.1.3 of the said Resolution “the employer is responsible to operate, administer and manage the GEHS with due consideration of labour as a key partner to be represented in the governance thereof”.

In the interim the Department of Public Services and Administration (DPSA) administers the GEHS through a dedicated Project Management Office (PMO).

Ultimately, a special purpose public entity will be established to operate, administer and manage the GEHS.

4. Enrolment to the GEHS

Employees must first enrol with GEHS to access any and all services offered by the scheme

Have you enrolled to the GEHS?

Purpose of enrolment:.. Employees enrolled with the scheme are profiled for purposes of accurate advice and housing access support.

Who should enrol? All employees must enrol. Employees who are on total-cost-to – employer packages shall not be eligible to receive the housing allowance, save for all other provisions and services of GEHS.

Is my information safe? All data provided by the employee is confidential for purposes of the scheme.

How do I enrol? Employees can enrol online www.gehs.co.za or call the call centre at 0861 12 34 34

5. GEHS Scope of Services

5.1. Benefit Administration

5.1.1 Housing Allowance

Purpose: The housing allowance is paid as a monthly contribution to qualifying employees to assist with their recurring costs of their accommodation.

How to Access the Housing Allowance? Employees must contact the Human Resource division in their respective departments in order to access the housing allowance.

How much is the Housing Allowance? As at 1 July 2015, the quantum of the housing allowance is R1 200 per month, paid to eligible employees and will be adjusted by inflation each year in July.

GEHS Housing Allowance for Homeowners: Employees who are home-owners and have submitted proof of Title Deed or a Permission to Occupy (PTO) certificate including a sworn affidavit that the employee and their immediate family occupies the house, are eligible to receive the housing allowance of R1200.



Individual Linked Savings Facility

GEHS Housing Allowance for Tenants: Employees who are tenants and have submitted proof of rental occupancy will receive the housing allowance as follows:

- Employees who were employed before 27th May 2015 (date of signature of the Resolution 7 of 2015), will continue to receive R900 and R300 will be diverted to the GEHS Individual Link Saving Facility (ILSF).
- Employees employed after 27th May 2015, the R1200 will be diverted to the GEHS Individual Link Saving Facility

5.1.2 Individual Linked Savings Facility

The GEHS individual-linked savings facility is provided for in terms of clauses 4.5.6.3 and 4.5.6.4 of the PSCBC Resolution 7 of 2015. Features of the ILSF:

- Administered by the GEHS Office (including all liaison)
- Saved funds earn interest
- Employees receive periodic balances of accumulated savings
- Tax deduction is deferred until withdrawal of funds
- The ILSF to be audited annually

5.2. Employee Education and Advice

Advice and education on housing opportunities and affordability will be provided to government employees to support them in accessing sustainable housing solutions.

As part of empowering employees to participate in housing access, a housing education and advisory services programme is envisaged

5.3. Housing Finance Access Service

GEHS facilitates access to affordable housing finance for homeownership through:

- Profiling of enrolled employees to inform housing choices or solutions.
- Arranging affordable housing finance with registered financial service providers.
- Offering home loan repayments through payroll-deductions.
- Facilitating access to available subsidies e.g. Finance-Linked Individual Subsidy Programme (FLISP) at the Department of Human Settlements
- Supporting innovative and enabling housing access products and solutions

5.3.1. Non-Mortgage Housing Loan (Un-bonded)

The non-mortgage housing loan is a loan accessed from a registered financial institution for purposes of buying, building and/or renovating your house. Generally, such loans have the following features:

- No bond registration costs (which are normally associated with mortgage-based home loans).
- Shorter repayment terms (3-8 years).
- Average loan amounts of up to R350 000 – subject to affordability and lenders qualification terms.
- Evidence of property existence and/or ownership.
- Employees may access this type of housing loan through lenders who participate in GEHS.

5.3.2. Mortgage-based Housing Loan (Bond)

The mortgage-based housing loan, is a loan accessed from a registered financial institution for purposes of buying, building and/or renovating a house. A house is usually held as security for the loan. Generally, such loans have the following features:

- Bond registration costs
- Estate Agent's commission priced-in (ordinarily paid by the seller of the house)

Mortgage-based Housing Loan (Bond)

- Related insurances
- Average repayment term of 20 years and more
- Loan subject to affordability, value of the house and lenders' terms
- Valuation and inspection of the house
- Employees may access this type of housing loan through lenders who participate in GEHS.

5.4. Supporting Rental Housing

State Rental Housing - The GEHS collaborates with sector departments in government to review and/or enhance their state housing policies.

Private Rental Housing - The GEHS will educate and advice employees on the advantages and disadvantages of long-term rental in contrast to home ownership.

5.5. Facilitate Delivery of Houses

GEHS facilitates availability of houses for employees by implementing the following initiatives:

- Maintaining a database of demand for and supply of housing.
- Aggregation of employees housing demands to inform and match the supply of houses to employee housing needs on the basis of available and planned housing units for development.
- Engage and coordinate with housing supply-side role players to ensure development of houses to meet the needs of employees.
- Undertake project management and sourcing services for housing developments aimed at accommodating employees.

Important GEHS Contact Details

GEHS Website: www.gehs.gov.za

Employee Enrolment Support Call Centre: **0861 12 34 34**

SA Home Loans Call Centre: **0860 2 4 6 8 10**

GEHS email: gehs@dpsa.gov.za

DPSA website: www.dpsa.gov.za

GEHS: Contact Details

Employee Enrolment Support Call Centre: 0861 12 34 34

E-mail: gehs@dpsa.gov.za

www.gehs.gov.za

www.dpsa.gov.za

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Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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Ref: 17/3/P

CIRCULAR NO: 26 OF 2023

TO ALL HEADS OF NATIONAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

ADJUSTMENT OF THE HOUSING ALLOWANCE FOR PUBLIC SERVICE EMPLOYEES

1. The housing allowance as contained in the Public Service Coordinating Bargaining Council (PSCBC) Resolution 7 of 2015 (clause 4.6) provides that "the amount of the housing allowance shall be adjusted annually on the basis of the average Consumer Price Index (CPI), for the preceding financial year, with the first adjustment being effective on 1 July 2017".
2. The average CPI for the period 1 April 2022 to 31 March 2023 is 7.16% as determined by Statistics South Africa.
3. The adjustment gives effect to the provisions of PSCBC Resolution 7 of 2015 as indicated hereunder:-
 - 3.1 The housing allowance, for home-owners, is increased from R1 578.37 to R1 691.38 per month effective from 1 July 2023 as per PSCBC Resolution 7 of 2015, clause 4.6.
 - 3.2 An employees who is eligible to receive the housing allowance but does not own a house (tenant with a legal rental agreement) shall continue to receive R900 per month. The difference (R791.38) between the total housing allowance (R1 691.38) and the R900 shall be diverted into and accumulated in the Government Employees Housing Scheme: Individual-Linked Savings Facility (GEHS: ILSF). This is applicable to employees whose appointment date is before 27 May 2015.
 - 3.3 Employees whose appointment date is after 27 May 2015 and are eligible to receive the housing allowance but do not own a house (tenant with a legal rental agreement) shall receive

the housing allowance of R1 691,38 however the entire amount will be diverted to the GEHS: ILSF.

4. The necessary instruction has been communicated to PERSAL to programmatically adjust the housing allowance.
5. Expenditure resulting from the adjusted housing allowance must be met from current departmental budget allocations.

Signed by:Yoliswa Makhasi
Signed at:2023-07-05 11:53:48 +02:00
Reason:I approve this document



MS YOLISWA MAKHASI
DIRECTOR GENERAL
DATE: 05/07/23