

Your Housing Allowance

Q&A

*"Every child is
a national asset"*



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

What is a Housing Allowance?

A Housing Allowance is a sum of money that the Education Department pays you every month, in addition to your salary, in order to assist you in paying for the rent or installment on your home.

How will a Housing Allowance assist you?

A Housing Allowance will help you to gain access to owned or rented accommodation by assisting you with your monthly housing costs.

Who may apply for a Housing Allowance?

- Any ***permanently employed Public Educator or Public Service Official***.
- You must be renting your residential premises as a tenant via a formal written agreement or you must own your residential property (home owner) to apply for the allowance.
- If both you and your spouse are working for the Public Service, then only one of you will qualify for the Housing Allowance. However, should you and your spouse be stationed in different magisterial districts for operational reasons and you maintain two separate homes, then both of you could access the Housing Allowance.
- If you share a house with a number of other independent employees, but have separate rental agreements then each employee will qualify for the Housing Allowance.
- Closed corporations, trusts and companies do not qualify for the allowance.

What are the conditions of the Allowance?

- You and/or your immediate family must live in the home.
- The home must be located in South Africa. If you are being transferred abroad you may under certain special conditions continue to receive the Housing Allowance.

Where can one obtain the required forms for a Housing Allowance?

All the relevant forms can be downloaded from the DPSA website on www.dpsa.gov.za, the “Human Resources Management Guidelines for Schools” which is available at your school or from your nearest District or Provincial office.

How do you apply for a Housing Allowance?

Step 1: *Complete Housing Allowance form*

- If you are a home owner, you complete and sign the Housing Allowance application form for Home Owners.
- If you are a tenant, you complete and sign the Housing Allowance application form for Tenants.

Step 2: *Attach supporting documentation*

Attach the following supporting documentation if you are a home owner:

- 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:

- Offer to purchase/Deed of sale which includes the occupational rent clause (if applicable);
- Rental agreement (if applicable);
- Sworn affidavit for occupancy.

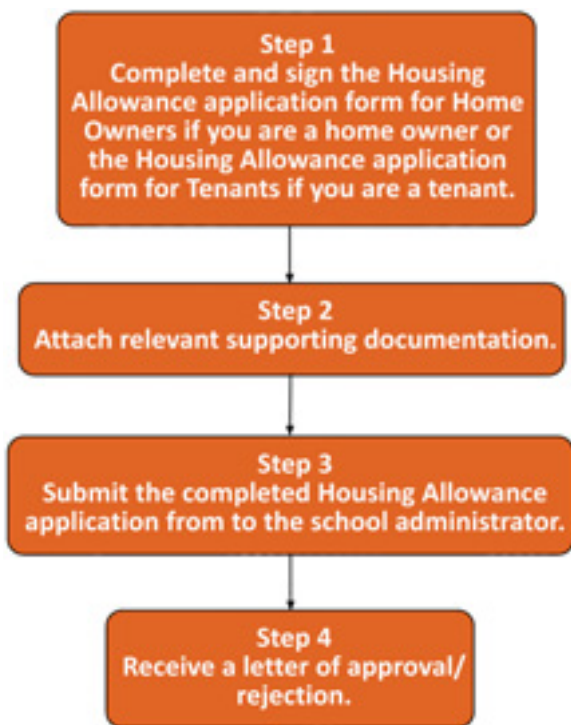
Step 3: *Submit application form*

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

Step 4: *Receive 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.

How to apply for a Housing Allowance



Contact Details

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222 Struben Street
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Extension 5
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Government Boulevard
Nelspruit
1200
Tel: (013) 766 5555

Eastern Cape
Steve Mukile Twete
Complex
Zone 6
Zwelitsha
Central Bisho
5605
Tel: (040) 608 4202/3

Northern Cape
Perseverance Building
156 Barclay Road
Homestead
Kimberley
8300
Tel: (053) 830 7160

Free State
Provincial Government
Building
55 Elizabeth Street
16th Floor, Room 1606
Bloemfontein
9300
Tel: (051) 404 8411

Gauteng
African Life Building/
Arcade
Room 1001
111 Commissioner Str.
Johannesburg
2000
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Kwazulu-Natal
228 Pieter Maritz Street,
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3200
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James Moroka Drive,
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