



MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES

National Social Development Programme (NSDP)

Application Form for Minor House Repair Assistance

SECTION 1: Applicant Information

Full Name: _____ Constituency: _____
Last *First* *M.I.*

Date of Birth: / / Age: _____ Sex: Male Female

Marital Status: Single Married Widow ID Card/ DP/ PP #: _____
 Birth Paper PIN: _____

Address: _____
 Mailing Address (if different) _____

Home Tel: _____ Mobile: _____ Work: _____
 Place of Employment: _____

Occupation: _____ Income/Salary: _____

SECTION 2: Purpose of Request

Description of Services

Foundation	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	
Walls	<input type="checkbox"/>	
Roof Repairs	<input type="checkbox"/>	
Finishings	<input type="checkbox"/>	

SECTION 3: Building Information

Building Structure: Wooden Concrete Galvanize Size (ft) _____ X _____ Other: _____
 Flat House Elevated One Level Two Level Other: _____

of Rooms: Bedroom(s): _____ Bathroom: _____ Living Room: _____ Kitchen: _____ Gallery: _____ Other: _____

SECTION 4: Social/ Household Data

Single Parent Pensioner Fire Victim Disaster Victim
 Disability Grant Recipient Public Assistance Food Card Other _____

List all residents in the household including dependents and non-dependents (e.g. Wife, child, aunt, grandparent, father)

Name	Age	Relationship to Applicant	Occupation (Incl. Students)	Monthly Incomes (\$)
TOTAL HOUSEHOLD INCOME:				\$

Land Tenure: Freehold Rented/Leased Family Owned Other: _____

Documents Available (e.g. deed, rent receipts etc): _____

Community Impact: Number of Households to benefit _____ Total Number of Beneficiaries _____

SECTION 5: Disclaimer and Signature

I hereby declare that the information provided is to the best of my knowledge, true and complete.

Applicant's Signature: _____ Date: _____

OFFICIAL USE ONLY

Date of Visit: _____	APPROVED/NOT APPROVED	Services Approved:																		
Request Recommended: Yes <input type="checkbox"/> No <input type="checkbox"/>		<table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">Mat.</td> <td style="text-align: center;">Lab.</td> </tr> <tr> <td>Foundation</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Floor</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Walls</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Roof Repairs</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Furnishings</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Mat.	Lab.	Foundation	<input type="checkbox"/>	<input type="checkbox"/>	Floor	<input type="checkbox"/>	<input type="checkbox"/>	Walls	<input type="checkbox"/>	<input type="checkbox"/>	Roof Repairs	<input type="checkbox"/>	<input type="checkbox"/>	Furnishings	<input type="checkbox"/>	<input type="checkbox"/>
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Regional Coordinator: _____																				

Instructions

You will need:

1. Copy of Identification Card / Birth Certificate
 2. Land Documents:
 - Government Land and Building Tax Receipt; or
 - Copy of Deed for the Land; or
 - Certificate of Comfort; or
 - Letter of no objection from Land Settlement Agency or other relevant Authorities
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Notes:

1. In the event of which the owner of the land has died, applicant must present a death certificate and a letter of administration certifying that he / she has permission to conduct business of any sort on the land.
2. If the deed does not belong to the applicant, the applicant must provide a letter from the owner of the land stating that he / she has given permission for the house repairs to be done, together with the land documents. The applicant must also provide a valid Identification Card of the owner and of themselves.
3. Applicants must provide a list of the materials requested for the House Repair Assistance for verification prior to getting an estimate from a hardware.
4. Customers applying for material assistance must sign a MOU from the Ministry of Social Development and Family Services stating that the work must be completed within 3 months.
5. NSDP reserves the right to request additional information including, but not limited to bank statements, pay slips etc.
6. Applicants who were not approved and wishes for their application to be reviewed should furnish a request for review, in writing justifying the cause.