



REPUBLIC OF NAMIBIA

D/146/(2)

APPLICATION FOR OFFICIAL ACCOMMODATION

NEW APPLICATION | EXCHANGE

PART A – To be completed by the applicant

Name of applicant:.....

Identity number:..... Salary Ref. Number:.....

Postal Address :.....

Tel. (w) ..... Tel: (h) ..... Cell:.....

Residential Address:.....

Rank: .....Salary Notch:.....

Department:.....Grade: ..... Station:.....

Ministry:.....Marital Status:.....

SINGLE | MARRIED | DIVORCED | WIDOW(ER)

Date of Commencement at Government Service:..... - (Day / Month / Year )

Particulars of Dependants Wife / Husband:.....

Table with columns: Name, Age, Sex (M, F), Name, Age, Sex (M, F)

Did you make use of any Government Housing Scheme? [ YES [ ] ] - [ NO [ ] ] Please mark (x)

If so, please supply details:.....

Your present Housing Position: Reasons for not utilizing the 100% Housing Loan Scheme: .....

Signature of Applicant:.....Date:.....

Part B – To be completed by the Personnel Office

I confirm that the above information is true and correct and corresponds to the information in the applicant’s personal file. :

Chief: HR:.....Date:.....

Part C – Recommendation by Head of Directorate / Department / Ministry:

Rank: ..... Date:.....

**Part D** – In the event of a married woman/man, please supply the following information in respect of spouse:

**Employer:**.....

**Monthly Income / pension:**.....

**Other revenue:**.....

**Other benefits (Housing, car etc):**.....

**Fixed property owned:**.....,

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**INSTRUCTIONS:**

1. Attach a motivation letter from employer signed by the Executive Director, Copies of ID, Latest Payslip, Marriage certificates of applicants (also attach proof of income of spouse or declaration of unemployment where the spouse is unemployed) and birth certificates of all dependents must accompany the applications, where applicable.
2. The form must be signed and date stamped by the chief Personnel/HR (attach a confirmation of probation period for the applicant) and the applicant’s head of directorate must sign.
3. Official housing is not part of the remuneration parcel of Government employees.
4. 3. The Housing Committee will decide whether an application for alternate accommodation is justified and such application will, if approved be placed on the exchange waiting list.
5. If an applicant, who has submitted an application for alternate accommodation, is offered but refuses suitable accommodation, acceptable to the Housing Committee, he retains his original position on the exchange waiting list.
6. If the reasons submitted in paragraphs 4 above are not acceptable the applicant may reapply, but then he/she will again have to await his run on the waiting list
7. Your attention is pertinently drawn to the fact that the allocation of official accommodation to an official/employee is not a condition of service and is subject to the stipulation at:
8. 6.1 Chapter H of Government Services Act, 1980 (Act 2 of 1980);
9. 6.2 Chapter D VII/I of the Government Services Staff Code; and
10. 6.3 The Rules applicable to the Occupation of Official Quarters, of which the occupant must keep himself informed.