



Ministry of Lands, Housing and Surveys
 Hibiscus Avenue
 Honiara, Solomon Islands
 Government Housing Division
 PO Box G38
 Tel: 24903 or 24905
 Fax: 20598

PUBLIC SERVICE RENTAL SCHEME APPLICATION Form 21

APPLICANT TO COMPLETE THIS SECTION - WRITE CLEARLY USING BLOCK LETTERS

Uncompleted applications will be returned

Applicant's Full Family Name			
Applicant's Given Name/s			
Ministry			
Post and Level			
TPF			
Contact Details	Telephone No		Fax No
	Email if available		
Marital Status	Married/De Facto	Married	Single
Children	Number of children	Four	Age/s
Do You or Your Spouse Own Another House in the Same Town Area?	YES	NOTE – if the answer is YES then you are not eligible for PSRS benefits	
	NO		
Spouse's full Maiden Name			
Does a Landlord and Tenant Conflict of Interest Exist? ○ Acting as landlord and tenant ○ Renting from a spouse	YES	NOTE – if the answer is YES then you are not eligible for PSRS benefits	
	NO		
Do You or Your Spouse Live in Government Owned Quarters?	YES	NOTE – if the answer is YES then you are not eligible for PSRS benefits	
	NO		
Do You Receive a Housing Allowance?	YES	NOTE – if the answer is YES then your housing allowance will cease if your PSRS application is approved	
	NO		
Are You Presently Living in a PSRS House?	YES (If Yes – what is the Location & Parcel Number or Lot Number or GHD Lease Number?)	Location	
		Parcel No or Lot No or GHD Lease No-.....-.....
	NO		
Do You Have a Preference for Where You Want to Live Now?	YES (If you wish to remain in the same PSRS house then write SAME in next column)		
	YES (If you are not presently living in a PSRS house then write the location and Parcel Number of your new preference in the next column)	Location	
		Parcel No or Lot No or GHD Lease No-.....-.....
	NO		

Asking Rental if Known	
Land Lord Account Number & Bank Name	
Other Relevant Details (if any)	
Applicant's Signature	
Date	

Notes for the applicant's Ministry:

- *Approval is subject to availability of funding through the Ministry's recurrent budget*
- *A separate approval is required for each new lease or lease renewal*
- *The applicant's Ministry Permanent Secretary is the delegated approval officer*
- *The Permanent Secretary's approval must be based on Ministry priorities including:*
 - *Service delivery requirements*
 - *Issues of security*
 - *Experience*
 - *Years of service*
 - *Seniority*
 - *Officer's rental entitlement*
 - *Personal circumstances, including circumstances which affect the applicant's immediate family unit including disabilities, special needs and illness*
- *Approval of waivers is not permitted except in special circumstances approved by the Permanent Secretary of the Tenant's Ministry only. If applicable, a signed Form 23 Waiver must be attached.*
- *The GHD is unable to process applications for new or renewed leases without a Form 21 Public Service Rental Scheme Application approved by the Permanent Secretary of the tenant's Ministry.*

APPLICANT'S MINISTRY TO COMPLETE THIS SECTION - WRITE CLEARLY USING BLOCK LETTERS

Assessment of application in Terms of Ministry Priorities (see above)		
Has the maximum number of PSRS leases for the Ministry been exceeded?	NO (If No then go to Approval below)	
	YES (If Yes then application can not proceed unless approval is granted by Ministry of Public Service)	
Are Funds Available in the Ministry's Recurrent Budget for PSRS Liabilities?	YES	
	NO (If No then what are the financial implications for the Ministry's Budget?)	
Recommending Officer Title & Signature		
Date		
Permanent Secretary Approval Signature		
Date		