



**MINISTRY OF PLANNING, HOUSING AND THE ENVIRONMENT**

*44-46 South Quay, Port of Spain*

**PROGRAMME MONITORING AND COORDINATING UNIT (PMCU)**

**Application Form**

**First Home Purchase Subsidy**

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Processed by: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Checked by: \_\_\_\_\_

Date Checked: \_\_\_\_\_

Date Interviewed: \_\_\_\_\_

**DOCUMENTS RECEIVED  
(please tick):**

- Copies of applicant(s) Birth Certificate.
- Copies of ID Card(s) or Passport(s) of the applicant(s)
- Evidence of citizenship (if applicable)
- Copies of Marriage Certificate (if applicable)
- Copy of Title or Deed of Lease
- Purchase Agreement
- A recent pay slip and job letter. For self employed and other persons, an affidavit attesting to income
- Affidavit stating you do not own any other property for dwelling purposes

**1. APPLICANT'S INFORMATION**

National ID/Passport # \_\_\_\_\_ SEX  M  F

\_\_\_\_\_  
Surname First Name Other

\_\_\_\_\_  
Citizenship Country of Birth 

dd	mm	yr
----	----	----

  
Date of Birth

**ADDRESS** \_\_\_\_\_ **TELEPHONE(S)** \_\_\_\_\_

No. & Street \_\_\_\_\_ Home \_\_\_\_\_

Village/Town \_\_\_\_\_ Work \_\_\_\_\_

Country \_\_\_\_\_ Cell \_\_\_\_\_

**Marital Status** Single  Married  Divorced  Separated  Common Law  Widowed

**2. SOURCE OF INCOME**

Salary  Pension  National Insurance

Self Employed  Social Welfare  Disability Grant  Other \_\_\_\_\_

**3. INCOME**

Gross Monthly Income \_\_\_\_\_

**4. HOUSEHOLD DATA**

How many people including yourself will be living in the unit, if you are successful?

Of the people who will be living in the unit, how many fall into the following age groups?

0-4 Years  5-11 Years  12-17 Years  18 Years and over

**5. SUBSIDY**

Did you receive any assistance under the Government's Home Improvement Grant/IDB'S Home Improvement Subsidy or Beneficiary Owned Land Subsidy? Yes  No

**6. OWNERSHIP**

Do you own or are you part owner of any property or are you a beneficiary owner of an HDC Home? Yes  No

**Once Selected an Assessment Interview will be conducted**

(1) \_\_\_\_\_  
(Applicant's Name in Block Letters)

(2) \_\_\_\_\_  
(Co-Applicant's Name in Block Letters)

*I/We certify that the information given in this form is true to the best of my/our knowledge and belief. If there is anything in the information given above which is not true or which I/we do not believe to be true, I/we am/are aware that the Ministry of Housing is entitled to refuse my/our application.*

Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Co-Applicant's Signature \_\_\_\_\_





# MINISTRY OF PLANNING, HOUSING AND THE ENVIRONMENT

44-46 South Quay, Port of Spain

## Application for First Home Purchase Subsidy

The First Home Purchase Subsidy forms part of a holistic plan by the Government to address the housing needs of the citizens of Trinidad and Tobago. The IDB-funded Programme is run by the Ministry of Planning, Housing and the Environment on behalf of the Government of the Republic of Trinidad and Tobago.

### How does it work?

The First Home Purchase Subsidy is simply for persons who would like to acquire their first home but are unable to do so because they cannot qualify for a mortgage, due to limited financial means. The Ministry of Planning, Housing and the Environment would be prepared to give an upfront subsidy (financial assistance) to reduce the cost of the mortgage, thereby enabling the persons to qualify. In order to access the programme persons must fulfill the criteria listed below:

### Who can apply?

Any citizen of Trinidad and Tobago who has identified a home for purchase and requires assistance to buy a home, however, the said person must satisfy other criteria as well such as:

1. Total income of applicant(s) who live(s) in the home must fall within ONE of two income brackets. They are as follows:-

- a. \$24,000.00 to \$40,000.00 per annum OR
- b. \$40,001.00 to \$65,000.00 per annum

2. The applicant must not own any property for dwelling purposes

### What are the Documents to be Submitted?

If successful when a random selection is made the original and copies of the following documents should be submitted:-

1. Birth Certificate
2. ID Card or Passport
3. Evidence of citizenship (where applicable)
4. Marriage Certificate (where applicable)
5. Certificate of Title / Deed
6. Purchase Agreement
7. Recent pay slip and job letter, where persons are self-employed, an affidavit attesting to their income would be accepted
8. Affidavit stating that you do not own any other property for dwelling purposes

Applicants who are interested in participating in this programme must be made aware that the income levels identified are extremely important in qualifying for the First Home Purchase Subsidy. The income level determines the amount of subsidy to be awarded in conjunction with the Maximum Home Value. The Maximum Home Value is the total cost of house and land to be purchased. The table below illustrates the connection between the Income Level, Subsidy Amount and the Maximum Home Value.

Annual Income \$	Maximum Home Value \$	Subsidy Amount \$
24,000.00 - 40,000.00	195,000.00*	50,000.00
40,001.00 - 65,000.00	195,000.00*	35,000.00

\* Max. Home Value for Tobago is 10% Higher

### Completed application forms can be deposited at any of the following locations:

1. Ministry of Planning, Housing and the Environment  
44-46 South Quay  
Port of Spain  
Tel: 623-4663
2. Housing Development Corporation  
Sub Office (formerly NHA)  
Mc Gillvary Street, Mon Repos  
San Fernando  
Tel: 623-4663
3. Sugar Industry Labour Welfare Committee Office (SILWC)  
Cor. Dove & Balisier Avenue  
Couva  
Tel: 636-2772
4. Tobago House of Assembly, Settlements Division  
2nd Floor,  
Ansa Mc Al Building  
Milford Road, Scarborough  
Tobago  
Tel: 639-6800

Photocopies of the application forms will be accepted.

