

**FOR OFFICIAL USE ONLY**



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

*44-46 South Quay, Port of Spain*

**Application Form**  
**Home Improvement Grant**

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 where applicable
- Copies of Marriage Certificate (if applicable)
- Copy of Title Deed or Deed of Lease or any other proof of ownership or permission to occupy property, land e.g. rent receipts
- Documentary Evidence of Household Income
- Recent pay slip and job letter/ Pension slip / Letter from National Insurance Board
- Completed Quotation for repair work

**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. HOUSEHOLD DATA**

Gross Monthly Household Income \_\_\_\_\_  
How many persons including yourself are living in the house? \_\_\_\_\_

**4. HOUSE REPAIRS**

Type of works to be done: (e.g. roof; flooring, walls, windows, addition of room etc.)  
\_\_\_\_\_  
Estimated cost of improvement works \_\_\_\_\_

**Did you receive any assistance under the Government's Home Improvement Subsidy?** Yes  No

**5. LAND TENURE**

Freehold  Leasehold  Rented  Squatter

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

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

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

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



# MINISTRY OF PLANNING, HOUSING AND THE ENVIRONMENT

44-46 South Quay, Port of Spain

## Application for Home Improvement Grant

The Home Improvement Grant Programme forms part of a holistic plan by the Government to address the housing needs of the citizens of Trinidad and Tobago. This Programme is run by the Ministry of Planning, Housing and the Environment on behalf of the Government of the Republic of Trinidad and Tobago, and targets persons who wish to do improvement works to their home.

### How does it work?

The Home Improvement Grant Programme is simply for persons whose dwellings are substandard, dilapidated or in need of repair. The Ministry of Planning, Housing and the Environment would provide a maximum of fifteen thousand dollars (\$15,000) to successful applicant(s). The Process is as follows:

- All applicants will be entered into a database and a random selection/need process will be adopted in the selection of prospective beneficiaries.
- Successful applicants will be informed of their selection and will be interviewed to ascertain the veracity of their application. Supporting documents and a detailed estimate of the cost of repairs will be required
- Funds will be disbursed in two (2) tranches, 50% on commencement and 50% when half of the repairs have been satisfactory completed.
- A technical officer of the Ministry of Planning, Housing and the Environment will visit the beneficiary's premises during the period that repairs are being undertaken, to ensure that work is done in accordance with the estimate.

### Who can apply?

Any citizen of Trinidad and Tobago who has legal tenure and requires assistance to do improvement works to their home, but the said persons must satisfy other criteria as well such as:

1. Total household income of all persons who live in the home must not exceed \$5,000.00 per month.
2. The applicant must be able to show proof of legal tenure by
  - (a) Providing a deed or certificate of title in the applicant's name
  - (b) Where land is jointly owned, the applicant must show a letter of permission from the co-owners of the land
  - (c) If the land is rented, the applicant must show rent receipts in his/her name over a period of not less than three (3) years
  - (d) Where the applicant is not renting the land on which the structure exists, he/she must have written permission from the owner(s) of the property along with a copy of a deed or certificate of title in the owner(s) name, accompanied by a copy of owner's ID.

### 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. Proof of Ownership or Permission to occupy (Title Deed; Deed of Lease, Rent Receipts)
6. Documentary Evidence of Household Income
7. Recent pay slip and job letter/ Pension slip / Letter from National Insurance Board
8. Completed Quotation for repair work

Photocopies of the application forms will be accepted.

### 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