



MINISTRY OF PLANNING, HOUSING AND THE ENVIRONMENT

44-46 South Quay, Port of Spain

PROGRAMME MONITORING AND COORDINATING UNIT (PMCU)

Application Form

Home Improvement Subsidy

Application for Subsidy for Home Improvement Works  
under the IDB Assisted Second National Settlements Programme

FOR OFFICIAL USE ONLY

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
- A recent pay slip and job letter. For self employed and other persons, an affidavit attesting to income
- Proof of matching savings e.g. letter from financial institution
- A statement of repairs and estimate of materials and labour required.

1. APPLICANT'S INFORMATION

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

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

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

dd mm yr

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 Grant? 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 Subsidy

The Home Improvement Subsidy Programme 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, and targets persons who wish to do improvement works to their home.

### How does it work?

The Home Improvement Subsidy Programme is simply for persons who wish to do improvement works to their home. The Ministry of Planning, Housing and the Environment would provide a maximum of twenty thousand dollars (\$20,000) to successful applicant(s). The applicant(s), however, must also be able to contribute a matching or greater amount which may consist of:

- materials on site
- improvements work done, within a period not exceeding six (6) months prior to applying for the subsidy
- a percentage of Labour cost (sweat equity) can be valued and counted as part of the applicant(s) contribution

### 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 7,000.00 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(s) 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 five (5) 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.
3. The applicant must also be able to show proof of savings that would be applied to the repairs, by submitting a letter from a financial institution e.g. Bank, Credit Union, Unit Trust Corporation of Trinidad and Tobago etc. This is required as the applicant must initially USE HIS/HER CONTRIBUTION TOWARDS THE REPAIRS. Thereafter the applicant would receive from the Ministry of Planning, Housing and the Environment the matching subsidy

### 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. Copy of Title Deed or Deed of Lease or any other proof of ownership or permission to occupy property, land e.g. rent receipts
6. Recent pay slip and job letter, where persons are self-employed, an affidavit attesting to their income would be accepted
7. Proof of matching savings e.g. letter from financial institution
8. A statement of repairs and estimate of materials and labour required.

The table below shows how the funding for the Home Improvement Subsidy works for successful applicants.

Estimate for Repairs	Your Contribution (Savings, Materials & Labour)	Government's Contribution
\$10,000	\$5,000	\$5,000
\$15,000	\$7,500	\$7,500
\$20,000	\$10,000	\$10,000
\$25,000	\$12,500	\$12,500
\$30,000	\$15,000	\$15,000
\$35,000	\$17,500	\$17,500
\$40,000	\$20,000	\$20,000
\$45,000	\$25,000	\$20,000

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.

