



**STAFF CHECKLIST (Strictly for office-use only)**

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For initial assessment of HA applications on the various types of housing advances; Construction/Improvements/Purchase of a dwelling house on State Land/Customary Land/Settlement Self-Help Land.

1. **GUIDELINES – Documents to be checked by Nambawan Super Officers**

- Housing Advance Application form
- HA Statutory Declaration
- Irrevocable Authority
- Check if Member Statement details are complete & attached  
(Address/DOB/Beneficiaries listed)
- Statement address should be same area as intended residence applying for
- Confirm if applicant is eligible for the applied amount
- Dwelling house must be principle place of resident or will be  
immediately after construction/purchase/improvement.

2. **REQUIREMENTS – To be furnished by applicant**

- **Plan of house** (Only for construction/building)
- **Photograph of house**  
(Only for improvements & extensions/purchase)
- **Map/sketch of the location of the house**  
(Should feature distance & direction from the nearest town, District Headquarters & Highway or Waterway/Also describe how member travels to work)?
- **Constructions or improvements only - Customary Land**  
(Clan leaders to sign consent authority accompanied by 2 stamps of authorities on clan land usage agreement section)
- **Construction/improvements/purchase – State Lease Land**  
(Copy of Land Title must be registered under applicant's name; or for purchase cases must be under vendor's name as per Contract of Sale).
- **Construction/improvements/purchase – Settlement Land**  
(Due to most settlement land not registered under Dept of Lands, a letter of authority is required to recognize and confirm that the property is allocated to the applicant or vendor; to be provided by the respective authority (Lands Dept, NHC, NCDC or Provincial Govt Authorities, etc).
- **Total material cost of house/ improvements & extensions**  
(Quotation should only be obtained from a Contractor who will provide both building Materials supply & Labour. If not require clarification from applicant otherwise – Fencing materials is not allowed).

- **Proof of additional source of funding if need be after obtaining a Housing Advance from POSF Ltd.**   
 (Letter or copy of fully drawn housing loan from Bank/Financial Institution etc).
  
- **Proof of ability to meet builders cost**   
 (2x separate statutory declarations from applicant & builder to confirm arrangement & labour cost/how this will be met).
  
- **Certificate of Incorporation**   
 (Registration of Business Name/Group - Not applicable to reputable hardware suppliers but more to Building Contractors)
  
- **Valid original Certificate of Compliance**   
 (Applicable only to private contractors supplying materials; refer above)
  
- **Builder/carpenter's References (2x)**   
 (Builder to provide record of building houses over the years, how many, where & for whom, or trade certificates, etc). Not applicable for improvements & extension cases.
  
- **Check if all requirements on the appropriate Checklist are attached with the HA application**

**Signature of Action Officer:** ..... **Date:** ...../...../.....