



**DEPARTMENT OF SOCIAL DEVELOPMENT  
KWAZULU NATAL**

**POLICY ON EMPLOYEE HOUSING**

## TABLE OF CONTENTS

1. Introduction	3
2. Purpose	3
3. Objective	3
4. Scope of Applicability	3
5. Legislative Framework	3 - 4
6. Definitions, abbreviations and acronyms	4 - 5
7. Control Structures	5 - 7
8. Criteria for allocation of employee housing	7 - 8
9. Rental payable in respect of employee housing	8
10. Policy Principles	8 - 9
11. Roles and Responsibilities	9 - 10
12. Monitoring, evaluation and review	11
13. Effective date	11
14. Title of the policy	11
15. Policy approval	11
Annexures	
Application to make use of employee housing: Annexure "A"	12 - 16
Agreement of Tenancy: Annexure "B"	17 - 22
Handing over certificate: Annexure "C"	23 - 26
Monthly occupancy return: Annexure "D"	27

## **1. INTRODUCTION**

The provision of housing for employees for work purposes is the responsibility of the employee. The Department is not obliged to provide housing and therefore employees are responsible for their own housing. This policy seeks to clarify the criteria and the structures as well as the roles and responsibilities of both the employees and the department in the allocation of housing.

The allocation of houses to employees is not a service benefit.

It is accepted that the availability of suitable employee housing is scarce and there is high demand of such housing and should only be allocated in circumstances which will benefit the Department in achieving its mission.

## **2. PURPOSE**

To enable the Department to regulate the management and allocation of employee housing to the employees of the Department.

## **3. OBJECTIVE**

The objective of this policy is to ensure optimal utilisation of employee housing.

## **4. SCOPE OF APPLICABILITY**

This policy shall apply to all employees in the Department of Social Development.

## **5. LEGISLATIVE FRAMEWORK**

- 5.1 Public Service Regulations, 2001 as amended;
- 5.2 Public Finance Management Act, 1999 (Act No.1 of 1999) as amended;
- 5.3 Treasury Regulations, 2000;
- 5.4 Public Service Coordinating Bargaining Council (PSCBC), 1999 (Resolution 3 of 1999) as amended;
- 5.5 Public Service Coordinating Bargaining Council (PSCBC) (Resolution 2 of 2004);
- 5.6 Public Service Coordinating Bargaining Council (PSCBC), 2007(Resolution 1 of 2007);
- 5.7 Determination on Housing as revised;
- 5.8 Public Service Act, 1994 (Proclamation No.103 of 1994) as amended;

5.9 Preferential Procurement Policy Framework Act, 2000 (Act No.5 of 2000);  
and

5.10 Labour Relations Act, 1995 (Act No.66 of 1995) as amended.

## 6. DEFINITIONS, ABBREVIATIONS AND ACRONYMS

For the purpose of this policy:

6.1 “**Cluster Housing Committee**” means a committee appointed at a Cluster level which implements the employee housing policy as directed;

6.2 “**Department**” means the KwaZulu-Natal Provincial Government, in its Department of Social Development;

6.3 “**Departmental Housing Committee**” means a committee that regulates all housing matters as laid out in the employee housing policy;

6.4 “**Employee**” means any person, excluding an independent contractor, who works for another person or for the state and who receives or is entitled to receive any remuneration; and any person who in any manner assists in carrying or conducting the business of an employer, and “employed” and “employment” have a corresponding meaning to that of “employee”;

6.5 “**Employee housing**” means housing of which the Government herein represented by the Department of Social Development is the owner or a tenant;

6.6 “**Household**” means the immediate family living with the employee;

6.7 “**Immediate Family**” means the employee’s:

- (a) spouse and/or
- (b) dependent child(ren)

6.8 “**Married housing**” means employee housing occupied by an employee with a household that lives with him or her;

6.9 “**Single housing**” means employee housing occupied by an employee who does not have a household that lives with him or her;

6.10 “**Spouse**” means a person or persons registered with the Employer as the lawful husband or wife (wives) or life partner (including same sex life partner) by the employee at the time of use of the benefit, worker compensation or work facility; provided that an employee:

- (a) may register all spouses entered into under customary or indigenous law with the Employer;
- (b) may register only one life partner at a time with the Employer;
- (c) who has spouse(s) registered with the Employer in terms of the Customary Marriages Act, 1998 (Act No.120 of 1998) as amended, may not register a life partner with the Employer .

6.11 **“Standard housing”** means employee housing which conforms to Departmental norms and standards in respect of general design, number of rooms, floor area and finishes, fixed fittings as well as internal and external finishes.

## **7. CONTROL STRUCTURES**

The following structures shall be established to ensure proper utilisation of employee housing in line with this policy:

### **7.1 Departmental Housing Committee**

- 7.1.1 The members of the Departmental Housing Committee shall be appointed by the Head of Department;
- 7.1.2 Each Cluster shall have representatives on the Committee;
- 7.1.3 A quorum shall consist of half plus one of members of the Committee;
- 7.1.4 The Chairperson and Vice-Chairperson of the Departmental Housing Committee shall be held by the representatives appointed by Head of Department; and
- 7.1.5 The Departmental Housing Committee shall decide the frequency of meetings. The Chairperson, when necessary, shall call ad-hoc meetings.

### **7.2 Functions of a Departmental Housing Committee**

The Departmental Housing Committee shall perform the following:-

- 7.2.1 Keep a database of all employee housing allocated to the Department;
- 7.2.2 Ensure that available employee housing is optimally utilised and maintained;

- 7.2.3 Ensure that employee housing is efficiently managed;
- 7.2.4 Monitor the implementation of the policy and when necessary consider and rule on directly related matters;
- 7.2.5 Monitor the correctness and accuracy of the information furnished by each office and report on it to the Head of Department;
- 7.2.6 Make recommendations to the Head of Department concerning the employee housing policy;
- 7.2.7 Approve and co-ordinate the allocation of existing employee housing; and
- 7.2.8 Verify the need for and support the acquisition of additional employee housing or to confirm that employee housing is surplus and support its disposal.

### **7.3 The Cluster Housing Committee**

- 7.3.1 The members of the Cluster Housing Committee shall be appointed by the Head of the Cluster;
- 7.3.2 The Committee shall consist of not less than four (4) members drawn from different programmes and shall include the representative from the facility;
- 7.3.3 A quorum shall consist of half plus one of members of the committee;
- 7.3.4 Meetings shall be held on a monthly basis unless otherwise determined; and
- 7.3.5 The respective General Manager of the Cluster shall appoint the Chairperson and Vice Chairperson of the Cluster Housing Committee.

### **7.4 Functions of the Cluster Housing Committee**

The Cluster Housing Committee shall perform the following:

- 7.4.1 Keep a database of all employee housing allocated to the Cluster;
- 7.4.2 Consider the applications of employee housing, and coordinate the allocation of employee housing in accordance with identified Cluster needs;

- 7.4.3 Ensure that available employee housing is optimally utilised and maintained;
- 7.4.4 Refer the appeals against its decision to the Departmental Housing Committee for a ruling;
- 7.4.5 Ensure the implementation and use of the following instruments:
  - (i) Application for employee housing;
  - (ii) Agreement of tenancy; and
  - (iii) Handing over certificate.
- 7.4.6 Ensure that prescribed documents are completed in all cases and are dispatched to the Departmental Housing Committee.

## **8. CRITERIA FOR ALLOCATION OF EMPLOYEE HOUSING**

Employee housing shall only be provided when the needs of the Department so require and when suitable alternative private accommodation is unavailable. The following criteria shall be utilised to determine the allocation:-

- 8.1 Employee housing may be made available to an employee provided that the work requirements of his/her post requires that he/she be available on the area where such activities are performed, within and outside his/her official hours of work and such a house is used as an instrument in the execution of his/her duties;
- 8.2 Employees who are required to be available for duty 24 hours per day and who therefore need to reside at or near the office/facility;
- 8.3 The following staff categories shall be given priority in allocating employee housing:
  - (i) Nursing personnel;
  - (ii) Social workers;
  - (iii) Probation officers; and
  - (iv) Child & Youth care workers.
- 8.4 Other personnel may be allocated employee housing if suitable housing remains after the allocation of the aforesaid categories.

## **9. RENTAL PAYABLE IN RESPECT OF EMPLOYEE HOUSING**

- 9.1 An employee shall be liable for rental from the date of occupation of employee housing; and

9.2 An employee who occupies Employee housing and is in receipt of

housing allowance, shall pay the rent which is equivalent to the housing allowance received as determined by the Minister of the Department of Public Service and Administration.

## **10. POLICY PRINCIPLES**

- 10.1 Only an employee and his or her immediate family are allowed to occupy employee housing. Sub-letting is not allowed under any circumstances;
- 10.2 Unless otherwise agreed to, the employee to whom an employee housing is allocated, shall take occupation within two (2) months, failing which the Department shall re-allocate the house;
- 10.3 In the event the Department, based on the job needs, determines that it is no longer necessary for an employee, his or her household to occupy the employee housing to carry out his or her work, or should an employee die or be discharged in terms of section 17(1)(a) and (b) of the Public Service Act, 1994, (Proclamation No.103 of 1994) as amended, the employee and/or his or her household may, be permitted to stay in employee housing for a period not exceeding three months following the month of his or her death or discharge. During the period, domestic charges, normal rates and rental shall be paid by the occupants;
- 10.4 In an event where an employee, to whom employee housing is made available for occupation, is to vacate such housing temporarily in order to permit necessary maintenance work:
  - 10.4.1 he or she shall be exempted from all obligations imposed upon him/her by this policy, until he or she again occupies such housing;
  - 10.4.2 he or she be exempted employee from the payment of his/her rental for the relevant period;
  - 10.4.3 he or she shall be obliged to remove his or her personal possessions from the relevant housing; and
  - 10.4.4 the Department shall reimburse him or her for expenses related to the transport and storage of personal effects and the reasonable actual costs of alternative accommodation for the period concerned.
- 10.5 An employee shall not be exempted from his or her obligations in terms of this policy, during periods of leave or the performance of official duties away from his or her normal place of work;
- 10.6 The Department shall not be held responsible for any loss or damage to



the personal possession of any employee in employee housing;

- 10.7 The Department of Public Works as an agent shall lay down guidelines in respect of specifications, etc. in regards to the purchasing or erection of employee housing as well as classifying employee housing as standard or non-standard housing; and
- 10.8 The Department shall enter into an agreement of tenancy with the employee.

## **11. ROLES AND RESPONSIBILITIES**

### **11.1 Employee**

An employee shall be responsible for:

- 11.1.1 Keeping the building and grounds clean and neat;
- 11.1.2 Maintaining the garden;
- 11.1.3 The replacement of consumable articles such as fluorescent lights and light bulbs;
- 11.1.4 Repairing of damage to the housing caused through his or her own fault;
- 11.1.5 Rent as determined by the Public Service Coordinating Bargaining Council (PSCBC), 1999 (Resolution 3 of 1999) as amended read with Determination on Housing;
- 11.1.6 Payment of additional income tax on the value of the taxable benefit derived as prescribed by South African Revenue Service (SARS) and Department of Public Service and Administration (DPSA);
- 11.1.7 Electricity (including service charges), water and gas (if any) consumed on premises;
- 11.1.8 All sewer, levy, tax on services, refuse removal, effluent and sanitary fees levied;
- 11.1.9 All service charges arising out of any telephone service installed;
- 11.1.10 Any other fees in respect of services rendered during the period of tenancy;
- 11.1.11 Completion of the handing over certificate on occupation and

vacating of the employee housing;

11.1.12 Upholding the terms and conditions of his or her rental agreement; and

11.1.13 Treating and preserving the Employee housing with respect and in a responsible manner at all times.

## **11.2 Human Resource Management component**

The Human Resource Management shall be responsible for the following:

11.2.1 Receiving of all applications for employee housing;

11.2.2 Compiling of the list of applications on employee housing and present it to the housing committee;

11.2.3 Notifying the applicant of the outcome of his/her housing application; and

11.2.4 Effecting of housing deductions as well as cancellations on PERSAL system.

## **11.2 Department**

The Department shall be responsible for the following:

11.2.1 The provision of funds for maintenance of employee housing purchased or erected, as well as of the permanent fixtures and the grounds (gardens, stoves, geysers elements, cistern are excluded) that form part thereof; and

11.2.2 Entering into an agreement of tenancy with the employee.

## **12. MONITORING, EVALUATION AND REVIEW**

12.1 Each office, component or facility shall complete a certificate to the Departmental Housing Committee concerning the occupancy and status of rental collections pertaining to employee housing occupied;

12.2 The Departmental Housing Committee shall submit the same monthly to the Department of Public Works;

12.3 Human resource management is responsible for communicating the provisions of this policy to all employees and its implementation thereof; and

12.4 The policy will be monitored, evaluated and reviewed on regular basis to ensure that it achieves the intended purpose.

**13. EFFECTIVE DATE**

The effective date of this policy will be the date of approval.

**14. TITLE OF THE POLICY**

This policy shall be called Policy on Employee Housing.

**15. POLICY APPROVAL**

This policy supersedes all other policies on Employee Housing promulgated before. This policy is approved with effect from the 10th day of November in the year 2009 and will be effective on the date of approval.



.....  
**MR BL NKOSI**  
**HEAD: DEPARTMENT OF SOCIAL DEVELOPMENT**

**APPLICATION TO MAKE USE OF EMPLOYEE HOUSING**

**NOTE: - DELETE WHICHEVER IS NOT APPLICABLE**

Name : \_\_\_\_\_

Persal No. : \_\_\_\_\_ Rank : \_\_\_\_\_

Department : \_\_\_\_\_ Component/Office: \_\_\_\_\_

Work Tel. No.: \_\_\_\_\_ Home Tel. No: \_\_\_\_\_

Cell. No.: \_\_\_\_\_

Present Home Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1.1 I hereby wish to apply to make use of Employee Housing and supply the following information with regards to my immediate family and myself.
- 1.2 I am single/married/divorced/widowed and my partner resides with me/does not reside with me.

If married state:-

Date of Marriage: \_\_\_\_\_

Partner's Name \_\_\_\_\_

Maiden Name \_\_\_\_\_

Partner's place of work \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number ( ) \_\_\_\_\_

Cell number \_\_\_\_\_

- 1.3 Names, sex and age of dependent, minor, children who resides with me (Proof to be supplied):

<b>NAMES</b>	<b>SEX</b>	<b>AGE AND DATE OF BIRTH</b>

- 1.4 Names, sex and age of each minor or adult child who is a full time registered student to an educational institution and who is complete dependent on me (Proof to be supplied):

<b>NAMES</b>	<b>SEX</b>	<b>AGE AND DATE OF BIRTH</b>

- 1.4.1 Names, sex and age of each minor or adult child who resides with me and earns an income (Proof to be supplied):

<b>NAMES</b>	<b>SEX</b>	<b>AGE AND DATE OF BIRTH</b>

- 1.5 I have/have not previously made use of official quarters.

From \_\_\_\_\_ to \_\_\_\_\_ period

- 1.6 My additional information is as follows:

1.6.1 My yearly gross income (including all allowances) = R \_\_\_\_\_ per year

1.6.2 My partner is/not employed and his/her yearly gross income = R \_\_\_\_\_ per year

TOTAL GROSS ICOME = R \_\_\_\_\_ per year

- 1.7 I live in \_\_\_\_\_ and work in \_\_\_\_\_

Distance = \_\_\_\_\_ kilometers

- 1.7.1 Public transport is not available

1.8 Apart from dependants as mentioned in para. 1.4, the following persons who are completely dependant on me, also resides with me: (Proof to be supplied)

NAMES	SEX	AGE AND DATE OF BIRTH	RELATIONSHIP

QUANTITY = \_\_\_\_\_

1.9 I own/do not own my own home/receipt of home owners allowance in the vicinity of my workplace/ or elsewhere.

Yes/No: where \_\_\_\_\_

1.10 I occupy /do not occupy a house or a flat presently

Yes/No: where \_\_\_\_\_

1.11 I pay R \_\_\_\_\_rent per month

I certify that the information in this application is true and correct and take note that providing false information will lead to immediate disqualification.

PLACE: \_\_\_\_\_ SIGNATURE OF APPLICANT \_\_\_\_\_

DATE : \_\_\_\_\_

**PLEASE MOTIVATE WHY YOU NEED EMPLOYEE HOUSING**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INFORMATION VERIFIED BY ME AND FOUND TO BE CORRECT**

**PLACE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Supported/Not Supported** \_\_\_\_\_

**Remarks:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature: HEAD OF COMPONENT/OFFICE/FACILITY**

**IDENTIFIED PARTICULARS**

<b>PERSAL NUMBER</b>	<b>COMPONENT/OFFICE/FACILITY</b>

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**FOR OFFICE USE**

**APPROVED/NOT APPROVED**

**Employee Housing Number:** \_\_\_\_\_

**REMARKS** \_\_\_\_\_

\_\_\_\_\_

**Signature: CHAIRPERSON:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Signatures: MEMBERS OF THE COMMITTEE**

1. \_\_\_\_\_

6. \_\_\_\_\_

2. \_\_\_\_\_

7. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

**ANNEXURE "B"**



TENANCY NO.: -----

FILE NO.: -----

**AGREEMENT OF TENANCY**

Entered into between

---

**DEPARTMENT OF SOCIAL DEVELOPMENT**

(herein referred to as the Owner)

of the one part

and

---

(hereinafter referred to as the Tenant)

of the other part

**1. PREMISES**

The Owner hereby let and the Tenant hereby rent, employee housing situated at

-----

Described as

-----

(hereinafter referred to as the employee housing) subject to the following terms and conditions:

**2. PERIOD OF TENANCY**

Notwithstanding the date of signature hereof, the tenancy shall be from the date of allocation of the employee housing to the tenant, terminating either upon the Department determining that it is no longer required for the employee/Tenant to occupy the employee housing to carry out his/her work or upon written notice given by the Tenant of his/her intention to vacate the employee housing. The commencement date shall be:-

---

This agreement may be terminated by the Owner by giving three (3) months notice in writing of such termination or by the Tenant by giving one (1) months notice in writing of such termination.

**INITIALS**

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**OWNER** -----

**TENANT** -----

**3. RENTAL**

- 3.1 The rental shall be levied in terms of the Determination on Housing by the Minister of Public Service and Administration
- 3.2 The rental paid shall be equal to the housing allowance received by the tenant and shall be deducted from the employee's salary by means of stop order
- 3.3 The rent shall be revised automatically on Persal on the 1<sup>st</sup> day of each quarter based on the weighed average interest rate levied by the five(5) biggest financial institutions
- 3.4 Non-payment of rental shall be deemed to constitute a breach of this agreement and will be dealt with in terms of clause 12, below.

**4. INCOME TAX ON OFFICIAL HOUSING**

- 4.1 The South African Revenue Services (SARS) have ruled that the difference between market related rental and actual rental charged for employee housing is a taxable benefit to the employee occupying the house which is payable by the Tenant in respect of this agreement.

**OCCUPATION DATE:** -----                      **PERSAL NO.:** -----  
**I.D. NO.:** -----  
**COMPONENT:** -----  
**CLUSTER:** -----  
**OFFICE:** -----

**5. USE OF EMPLOYEE HOUSING**

The Tenant shall use the employee housing for dwelling purposes only. Only the immediate family may reside with the Tenant. The Tenant must notify the Owner in writing within 30 days, of any changes to his/her details of occupancy.

**INITIALS**  
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**OWNER** -----    **TENANT** -----

**6. DOMESTIC SERVICE CHARGES**

- 6.1 The Tenant shall be liable for the payment of electricity, water, sanitation, gas, sewer, effluent, sanitary fees, telephone service and refuse removals, direct to the competent authorities.
- 6.2 Should the Tenant contravene the provisions/laws of the respective Municipality By-Law governing the electricity Supply By-Laws and Water Supply By-Laws, this will be deemed to constitute a breach of this agreement and will be dealt with in terms of clause 12, below.

**7. MAINTENANCE OF EMPLOYEE HOUSING**

- 7.1 The Owner may at its sole discretion, taking into consideration the overall condition of the employee housing, elect to undertake maintenance, structural or otherwise, of the employee housing during the currency of this tenancy. Structural maintenance shall include maintenance of the building structure, water reticulation and sewerage system, the electrical and mechanical installations which form an integral part of the building.
- 7.2 The Tenant shall, during the period of this tenancy, maintain the premises in a good and proper state of repair and maintain the grounds and gardens, if applicable
- 7.3 Damage or deterioration caused by the willful or negligent act or omission on the part of the Tenant or his/her household shall be made good by the Tenant to the satisfaction of the Owner.

**8. SUB LETTING OR CESSION OF TENANCY**

The Tenant shall not cede, sub-let, mortgage or assign this tenancy or any rights held by it hereunder.

**INITIALS**

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**OWNER** -----

**TENANT** -----

**9. RIGHT OF INSPECTION**

The Owner may at any reasonable time, by an authorized agent or agents, enter the employee housing rented or any portion thereof for the purpose of inspection.

**10. IMPROVEMENTS**

- 10.1 The Tenant shall not erect any buildings on or effect any improvements to the employee housing without written consent of the Owner
- 10.2 Notwithstanding the grant of any consent contemplated in subparagraph 10.1 above, the Tenant hereby waives any right to claim and undertakes not to claim from the Owner compensation for any improvements which, at the termination or cancellation of this tenancy, may have been effected to the said employee housing or for the value of any material used in effecting such improvements. The Tenant shall however be permitted to remove any improvements effected by him, provided they are not of a permanent nature and removal is effected prior to the date of termination of this tenancy, without damage to the said employee housing.

**11. INDEMNITY**

The Tenant hereby indemnifies the Owner against all losses, expense, action and claims including claims for damage to any property, injury or loss of life and all costs, including costs between Attorney and Client, which the Owner may be adjudged or obliged to pay and arising directly or indirectly from any act or omission by the Tenant, or his/her clients.

**12. BREACH OF THIS AGREEMENT**

- 12.1 In the event of the Tenant committing any breach of any terms and conditions of this tenancy, whether by non-payment of any rental or otherwise, the Owner shall be entitled to give the Tenant fourteen (14) days notice in writing to remedy such breach, and if after such notice the tenant is still in default, to cancel this tenancy immediately and to re-occupy the employee housing without prejudice to the Owner's rights to sue the Tenant for past breach of this tenancy.

**INITIALS**

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**OWNER** -----

**TENANT** -----

**13. VACATING OF THE EMPLOYEE HOUSING**

- 13.1 The Tenant undertakes, upon termination, in terms of clause 2 of this tenancy, to peacefully and without hindrances, deliver free possession of employee housing hereby rented and to ensure that the employee housing is clean and tidy.
- 13.2 Should the Tenant /Owner regard the employee housing as being no longer habitable, immediate notice may be issued by either party for the termination of the Tenancy Agreement.

**14. ACTIVITIES CONDUCTED ON THE PREMISES**

The Tenant acknowledges that:

- 14.1 In the event of the Tenant undertaking or permitting to be undertaken any activities in or on the employee housing which, in the sole discretion of the Owner, constitute:
  - 14.1.1 A breach of the peace and/or a disturbance of the amenities and/or enjoyment of the other persons resident or employed in the general area, and/or
  - 14.1.2 Conduct which is inappropriate or undesirable in or on the employee housing under the control of the Owner

The Owner shall have the right to call upon the Tenant, in writing, to desist immediately, failing which such failure shall constitute a breach of this agreement and will be dealt with in terms of clause 12, above
- 14.2 This tenancy contain all terms and conditions of the agreement between the Owner and the Tenant and no variation of this tenancy shall be binding unless it is in writing and is signed by both the Owner and the Tenant.
- 14.3 Employee housing are let subject to the condition contained in the title deed of the employee housing or of the land on which the employee housing are situated including the provisions of any applicable town-planning scheme.
- 14.4 The Tenant will have no claim for damages whatsoever against the Owner if for any reason the employee housing do not become suitable for the purpose for which they are let, and

**INITIALS**

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**OWNER** -----

**TENANT** -----

- 14.5 The Owner shall not be liable for any loss sustained by the Tenant by reason of any burglary or fire on the premises or for any damages

suffered by the Tenant as the result of any act or omission on the part of the Owner and/or his agent as a result of any defect in the premises.

**THIS AGREEMENT WAS SIGNED AT ----- ON THE -----DAY  
OF ----- IN THE YEAR -----.**

-----  
**Signature: TENANT**

**Signatures: WITNESSES**

1. -----

2. -----

**THIS AGREEMENT WAS SIGNED AT ----- ON THE -----DAY  
OF ----- IN THE YEAR -----.**

-----  
**Signature: OWNER**

**Signatures: WITNESSES**

1. -----

2. -----

**ANNEXURE "C"**

**HANDING OVER CERTIFICATE: OCCUPATION AND VACATING OF EMPLOYEE HOUSING**

Address of employee housing: \_\_\_\_\_

Occupier's Name: \_\_\_\_\_

(Mark the appropriate with an X)

Item	Total Number	Not applicable	Good	Fair	Missing	Requires attention
<b>Kitchen:</b>						
Light shades and fittings						
Windows and rails/pelmets						
Doors and key						
Shelves and Cupboards						
Sink						
Sink plug						
Sink chain						
Wall hooks						
Walls						
Wall plugs						
Floor						
Tiles						
Stove and stove connection						
Taps						
<b>Lounge/Dining room:</b>						
Light shades and fittings						
Windows and rails/pelmets						
Doors and key						
Shelves and Cupboards						
Walls						
Wall plugs						
Wall hooks						
Floor						
Carpeting						
Tiles						
<b>Entrance hall:</b>						
Floor						
Walls						
Lights						
<b>Passage:</b>						

Floor						
Walls						
Wall plugs						
Wall hooks						
Light shades						
Doors and key						
<b>Bedroom1:</b>						
Light shades and fittings						
Windows and rails/pelmets						
Doors and key						
Shelves and Cupboards						
Walls						
Wall plugs						
Wall hooks						
Floor						
Carpeting						
Tiles						
<b>Bedroom 2:</b>						
Light shades and fittings						
Windows and rails/pelmets						
Doors and key						
Shelves and Cupboards						
Walls						
Wall plugs						
Wall hooks						
Floor						
Carpeting						
Tiles						
<b>Bedroom 3:</b>						
Light shades and fittings						
Windows and rails/pelmets						
Doors and key						
Shelves and Cupboards						
Walls						
Wall plugs						
Wall hooks						
Floor						
Carpeting						
Tiles						



<b>Bedroom 4:</b>						
Light shades and fittings						
Windows and rails/pelmets						
Doors and key						
Shelves and Cupboards						
Walls						
Wall plugs						
Wall hooks						
Floor						
Carpeting						
Tiles						
<b>Bathroom:</b>						
Lights						
Rails						
Windows						
Door and key						
Floor						
Bath						
Shower						
Basin						
Basin plug						
Basin chain						
Taps						
Toilet						
Toilet seat						
Geyser						
Other fittings						
<b>Outbuilding:</b>						
Light shades and fittings						
Windows and rails/pelmets						
Doors and key						
Shelves and Cupboards						
Walls						
Wall plugs						
Wall hooks						
Floor						
Carpeting						
Tiles						
<b>Outbuilding ablutions:</b>						
Windows and lights						

Door and key						
Floor						
Bath						
Shower						
Basin						
Basin plug						
Basin chain						
Taps						
Toilet						
Toilet seat						
Other fittings						
<b>Laundry:</b>						
Floor						
Walls						
Lights						
Door and key						
<b>Other:</b>						
Garage						
Carport						
Storeroom						
Fencing and gates						
Burglar proofing						
Windy drier						
Garden						
Window panes/glass doors						

**Date:** \_\_\_\_\_ **Outgoing tenant/Responsible employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Incoming occupant:** \_\_\_\_\_

**FINDINGS OF INCOMING TENANT**

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