



APPLICATION FOR RENTAL SUBSIDY

CERTIFICATION FOR FIRST TIME APPLICATION OR CHANGE OF DWELLING FOR DUTY STATIONS OUTSIDE EUROPE AND NORTH AMERICA

Name of the Staff Member	
Staff Number	
Grade and Step	
Major Office	
Marital Status	
Number of dependent children	

Please attach a copy of the valid lease agreement.

**TO BE COMPLETED BY SENIOR CERTIFYING OFFICIAL
Certification (check only ONE appropriate box)**

1. I certify that the dwelling occupied by the staff member is appropriate to the circumstances and family status of the staff member and that the rent is:

- a) Reasonable given the local market conditions
- b) subsidized
 - i) by the Organization
 - ii) by the Government or related institutions

2. In view of the staff member's family status and/or the conditions prevailing in the local housing market, the rent shown above is inappropriately high.

It is therefore recommended that a rental amount of _____ be used for the calculation of rental subsidy.

3. I certify that the dwelling provided by the Organization to the staff member is of substandard quality and that the calculated deduction should be reduced by one half (Ref. HR e-manual III.3.14, par. 290-310)

Name and title of certifying official: _____

Signature of certifying official: _____ Date: _____

Note to staff member: Please attach this signed certification, copy of lease agreement, and evidence of payment to your GSM Self-service request for rental subsidy.