



APPLICATION FOR APPROVAL OF A PAYING OCCUPANT OR HOUSE-SITTING ARRANGEMENT IN A GROH PROPERTY

A paying occupant arrangement is one in which a person who is not a tenant is making or intending to make payments in money or in kind in exchange for occupying part or all of a GROH dwelling. A house-sitting arrangement is when a tenant is away from their GROH dwelling and allows another person to occupy and maintain the GROH dwelling until they return.

GROH TENANT TO COMPLETE AND RETURN TO EMPLOYER

YOUR DETAILS

Surname:	Given Names:
GROH Property Address:	

PROPOSED PAYING OCCUPANT(S) OR HOUSE-SITTER(S)

Person 1:

Surname:	Given Names:	
Gender:	Date of Birth:	Employer (if applicable):
Relationship to you:	Phone:	
Reasons you wish this person to occupy your GROH property (e.g. Au Pair, House-sitter):		

Person 2:

Surname:	Given Names:	
Gender:	Date of Birth:	Employer (if applicable):
Relationship to you:	Phone:	
Reasons you wish this person to occupy your GROH property (e.g. Au Pair, House-sitter):		

CERTIFICATION

If the proposed paying occupant or house-sitter resides in your GROH property, will you be in compliance with the Code of Ethics issued by the Public Sector Commissioner, the Code(s) of Conduct issued by your employing agency and any other acts, codes, standards or policies that apply to you by virtue of your employment or position?

I certify that the above information is true and correct. Yes

I understand that I am liable for disciplinary action in the event of wilfully providing false information. Yes

Your Name:	
Signature:	Date:

If you complete this form electronically, you will be taken to have signed this form by typing your full name, in lieu of signing your name, in the appropriate places above and you acknowledge and agree that this will be taken to indicate your approval of and intention to adopt the matters set out in this form. GROH consents to you signing the form in the manner set out above.

APPLICATION FOR APPROVAL OF A PAYING OCCUPANT OR HOUSE-SITTING ARRANGEMENT IN A GROH PROPERTY

A paying occupant arrangement is one in which a person who is not a tenant is making or intending to make payments in money or in kind in exchange for occupying part or all of a GROH dwelling. A house-sitting arrangement is when a tenant is away from their GROH dwelling and allows another person to occupy and maintain the GROH dwelling until they return.

EMPLOYING AGENCY TO COMPLETE AND RETURN TO THE HOUSING AUTHORITY

Agency Name:

Officer:

CERTIFICATION

PROPOSED PAYING OCCUPANT(S) OR HOUSE-SITTER(S)

Person 1:

Approval: Yes No

Person 2:

Approval: Yes No

If the proposed paying occupant or house-sitter resides in this GROH property, will this agency's employee be in compliance with the Code of Ethics issued by the Public Sector Commissioner, the Code(s) of Conduct issued by this agency and any other acts, codes, standards or policies that apply by virtue of the applicant's employment or position?

Yes
 No

Officer:

Signature:

Date:

HOUSING AUTHORITY TO COMPLETE

PAYING OCCUPANT'S OR HOUSE-SITTER'S DETAILS ENTERED IN HABITAT

Person 1:

Comments:

Decision Noted:

In Habitat: Yes No

Full Name: Yes No

Phone Number(s): Yes No

Person 2:

Comments:

Decision Noted:

In Habitat: Yes No

Full Name: Yes No

Phone Number(s): Yes No

Officer:

Signature:

Date: