



HOUSING PROGRAM 2: HOME IMPROVEMENT PROGRAM FOR EXISTING HOMEOWNERS

GUIDELINES

This program aims to assist existing eligible homeowners to restore or improve the habitability of their homes, improve living conditions, and uplift their current homes to the new Planning Codes implemented within the Turks and Caicos Islands.

To qualify for this program, the applicant must meet the following eligibility criteria:

- i. Must be a person with Turks and Caicos Islander Status.
- ii. Must have clear ownership of the property with evidence of owning the property (Land Register, utility bills).
- iii. Must be able to provide up-to-date information of the property's condition (damage assessment, clear photographs of property).
- iv. Priority will be given to applicants who are in a vulnerable position such as the elderly/handicapped/special needs/low-income groups. The applicant's household condition will be assessed through a scoring mechanism.
- v. Must NOT have benefited already under the Turks & Caicos Islands Citizen Homeowner Policy.
- vi. Must reside in the property as the primary private residence. This program excludes investment properties.
- vii. Cannot dispose of the property under this program within a five (5) year period. If the property is sold within 5 years of the date of refurbishment, the owner is liable to pay the refurbishment cost incurred.

Before submitting the application, please ensure you have completed the following:

- ✓ Read through the eligibility criteria and confirm that you qualify for the program.
- ✓ Fill in the Application Form with correct and up-to-date information (form on page 2)
- ✓ Attach proof of Turks and Caicos Island status holder documentation
- ✓ Attach proof of property ownership
- ✓ Attach proof of property condition
- ✓ Complete and sign a sworn affidavit (form on page 4). The affidavit must be signed by a Notary Public or Justice of the Peace and the applicant(s).

***Please submit complete application to housingprogram2@gov.tc.
Applications will be treated on a first-come first-served basis.***

Application deadline: 29th September 2023

APPLICATION FORM

1. First name _____
Last name _____
2. Date of birth _____
3. Total number of household members living in the property _____
4. Property address _____
Island _____
Block number _____
Parcel number _____
5. Employment status Full time / Part time / Unemployed / Retired
6. Household income \$ _____ per month
7. Email _____
8. Phone number _____
9. Is this property your primary private residence? Yes / No
10. Have you previously benefited under the Turks & Caicos Islands Citizen Homeowner Policy? Yes / No
11. Description of necessary repairs _____

I confirm that the information provided herein is accurate, correct, and complete and that the documents submitted along with this application form are genuine. I further understand that the furnishing of false or misleading information is an offense for which I can be prosecuted and eliminated from this program.

SUPPORTING DOCUMENTS

1. Attach proof of Turks and Caicos Islands status holder
 - Certified copy of Islander Status Card
 - AND
 - Certified copy of birth certificate OR certified copy of the passport page showing place, date of birth, and picture

2. Attach proof of property ownership
 - Copy of Land Register
 - AND
 - 3 months' utility bill in the applicant's name

3. Attach proof of property condition
 - A damage assessment report (clear photos, description, value of repairs) from a contractor

AFFIDAVIT

IN SUPPORT OF AN APPLICATION TO THE
DEPARTMENT OF HOUSING AND COMMUNITY RENEWAL FOR THE
HOME IMPROVEMENT PROGRAM FOR EXISTING HOMEOWNERS

I/We (enclose names of all homeowner applicants) _____

Presently residing at _____

Indicate Marital Status: - Single ___ Married___ Divorced___ Widow___

P. O. Box _____ hereby make oath and say as follows:

1. That I/we, _____ am/are
homeowners and reside at this property in Turks & Caicos Islands

2. I/We, am/are applying for the “Home Improvement Program For Existing Homeowners”
on my/our property at Section_____, Block_____, Parcel_____.

3. I/We understand and accept that, in order to ensure the intended benefit of the scheme, if
the property is sold within 5 years of the date of refurbishment, that I am/we are liable to pay
the Government the full refurbishment amount granted; and that an appropriate restriction
will be entered regarding the 5-year time period on the Turks & Caicos Land Register.

4. To the best of my knowledge, I hereby certify that all information submitted to the
Department of Housing and Community Renewal is true and correct.

signature(s)

date

Home #

Cellular#

Email address

SWORN TO BEFORE ME AT [ISLAND],

TURKS & CAICOS ISLANDS

signature

date

NOTARY PUBLIC/JUSTICE OF THE PEACE