



HOUSING PROGRAM 3: COMMUNITY RENEWAL AND INFILLING GUIDELINES

This program aims to build new homes for vulnerable individuals in communities based on a needs assessment similar to the Turks and Caicos Islands Hurricane Ike Reconstruction and Rehabilitation Project.

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 be 21 years old or older qualified as a landowner/homeowner.
- iii. Must have clear ownership of the property with evidence (Land Register, utility bills). If the applicant does not own the land, he/she will need to provide consent from landowner (must be a relative) or transfer of title to be executed.
- iv. The property must have sustained physical damage or be in bad condition, assessed through a scoring mechanism on Page 2.
- v. The household must be proven to be in a vulnerable position with priority given to the homeless/elderly/handicapped/special needs/low-income group. The household condition will also be assessed through a scoring mechanism on Page 2.
- vi. 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 construction, the owner is liable to pay all the costs incurred.

Before submitting your 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 3)
- ✓ Attach proof of Turks and Caicos Island status holder documentation
- ✓ Attach proof of land and property ownership
- ✓ Attach proof of household income
- ✓ Complete and sign a sworn affidavit (form on page 5). The affidavit must be signed by a Notary Public or Justice of the Peace and the applicant(s).

*Please submit complete application to housingprogram3@gov.tc.
Applications will be ranked based on a scoring mechanism and houses will be distributed equitably across the Turks and Caicos Islands.*

Application deadline: 29th September 2023

SCORING MECHANISM

A. The property’s condition: In order to qualify for this program, the property must have sustained physical damage or in bad condition. The property condition must be scored 21 points and above to be considered based on the scoring mechanism below, with the assessment being conducted by the Department of Housing and Community Renewal.

Elements	Scoring Condition			
	Good (1)	Fair (2)	Poor (3)	Severe (4)
Roof	Coverings, decking, structure intact, no leaks	Structure intact, covering damages, decking ok, no leaks	Structure intact, covering damages, decking damages, leaks	Structure compromised, covering and decking damaged and leaks
Walls	Rendered, painted, no cracks	Rendered, paint damages, no cracks	Render damages, paint damages, hairline cracks	Render damages, paint damages, structural cracks
Windows & Doors	No damages, insect screens installed	Minor damages, insect screens	Broken glass, no screens	Broken glass, damaged frame, no screen
Water	City water	Cistern only, no city water	Water storage units	No water
Electricity	Fortis connection, all fixtures operational	Fortis connection, some fixtures not operational	Fortis connection, fixtures not operational, exposed wiring	No connection, exposed wiring, no fixtures operational
Sewage Disposal	WTTP and plumbing good	WTTP and plumbing issues	Cesspit, plumbing issues	No cesspit, plumbing issues
General Condition	Minor wear and tear	Wear and tear, some damages	Considerable damages, repair needs	Substantial damages, repair needs
TOTAL SCORE				

B. Household condition: In order to qualify for this program, the household must be proven to be in a vulnerable position with priority given to the elderly/handicapped/special needs/low-income group. The household condition must be scored 18 points and above to be considered based on the scoring mechanism below, with the assessment being conducted by the Department of Housing and Community Renewal.

Elements	Scoring Condition			
	1	2	3	4
Persons per bedroom	1	1-1.5	1.5-2	>2
Employment status	Full-time	Part-time (>20 hours/week)	Part time (<20 hours per week)	Unemployed / Retired
Income per household	>\$3,500 per month	\$3,001 - \$3,500 per month	\$2,500-\$3,000 per month	<\$2,500 per month
Social Benefits	Do not qualify for social benefits	Receive one-off grant within 12 months	Receive medium social assistance	Receive regular maximum assistance
Age of property owner	<45	45-50	51-60	>60
Health Condition	Good health	Minor health diseases	Poor medical condition, history of chronic diseases	Severe medical condition, bedridden, with chronic diseases
TOTAL SCORE				

APPLICATION FORM

1. First name _____
Last name _____
2. Date of birth _____
3. Total number of household members living in the property _____
4. Number of bedrooms in the property _____
5. Property address _____
Island _____
Block number _____
Parcel number _____
6. Employment status Full time / Part time / Unemployed / Retired
7. Household income \$ _____ per month
8. Social benefits received \$ _____ per month
9. Any household member suffering from health / medical condition? If yes, describe below

10. Description of property condition _____

11. Email _____
12. Phone number _____
13. Is this property your primary private residence? Yes / No

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 land and property ownership
 - Copy of Land Register
 - AND
 - 3 months' utility bill in the applicant's name

3. Attach proof of household income
 - 3 months' pay slips OR pension slips
 - AND
 - Employment Letter

AFFIDAVIT

IN SUPPORT OF AN APPLICATION TO THE
DEPARTMENT OF HOUSING AND COMMUNITY RENEWAL FOR THE
COMMUNITY RENEWAL AND INFILLING PROGRAM

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 “Community Renewal and Infilling Program” on my/our land and 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 construction, that I am/we are liable to pay the full amount granted by the Government; 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