



Secretariat

SUPERSEDED BY ST/AI/352

ST/AI/304/Add.1  
30 September 1983

## ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Controller

Subject: EXTENSION OF THE RENTAL SUBSIDY SCHEME

1. The purpose of the present administrative instruction is to elaborate further on the operation of the rental subsidy scheme described in administrative instruction ST/AI/304 of 25 May 1983 and to set out the procedures for applying for the subsidy. The provisions governing eligibility for the subsidy are contained in paragraphs 3 to 4 of document ST/AI/304.

Application of the subsidy formula

2. As indicated in paragraph 9 of document ST/AI/304, the amount of the subsidy is determined on the basis of the difference between the percentage relationship of the rent to the staff member's income and a threshold percentage established by the International Civil Service Commission (ICSC). That portion of the rent which exceeds a minimum level, hereafter referred to as the individual threshold amount, may be partially reimbursed. The three limitations placed on the amount of the subsidy are as follows:

- (a) The subsidy shall not exceed 40 per cent of the actual rent;
- (b) Any calculated subsidy of less than \$10 per month shall be disregarded;
- (c) In the calculation of the subsidy, reasonable maximum rent levels apply as described in paragraphs 3 to 7 below.

Establishment of reasonable maximum rent levels

3. The reasonable maximum rent levels are based on family size and a survey of rent levels in the local market. These maximum rental costs will be taken as the overriding indication of reasonableness for a given size accommodation. To arrive at these reasonable maximum rent levels, family size is taken as the principal indicator of dwelling size needs. A staff member's family shall be considered as the spouse and recognized dependants residing with the staff member at the duty station.

4. A reasonable maximum rent level is determined for each of the different sizes of dwellings based on a survey of rental market rates for dwellings which are considered to be reasonable for staff of the United Nations system. These rental cost limits, established for each duty station, constitute the yardstick against which the reasonableness of accommodation is assessed. In view of the representational responsibilities which senior staff are often obliged to perform, an adjustment is made in the maximum allowable rent for staff at levels D-1 and above. The limits for New York are set out in annex I. Similar annexes will be issued at the other locations.
5. For the purpose of the subsidy calculation, an eligible staff member's maximum rent level is determined according to his or her family size. If the cost of the accommodation is more than the maximum reasonable rent level, the latter amount is used in the subsidy formula; otherwise, the full rental amount is used.
6. The survey of rental market rates will normally be conducted on a yearly basis by a joint working group composed of representatives of the staff and of the administration.
7. To illustrate the operation of the rental subsidy formula, sample calculations are provided in annex II. Actual calculations, of course, will depend on:
  - (a) The rent and income of the staff member;
  - (b) The relevant reimbursement percentage;
  - (c) The threshold percentage and reasonable maximum rent levels for the duty station.

#### Application and reapplication procedures

8. The procedures for application and reapplication are as follows:
  - (a) First-time application

Staff members in the newcomer category (see ST/AI/304, para. 3) should apply after arrival at the duty station and following the signing of a rental lease. Newcomers are permitted to submit an application at any point in the first five years at the duty station (bearing in mind staff rule 103.15 regarding retroactivity of payments). Staff members who are applying for subsidy under the force majeure category (see ST/AI/304, para. 3) should submit an application after signing a new lease following a force majeure move which meets the specified conditions. A staff member already serving at the duty station for more than five years on 1 April 1983 can apply for a subsidy under the force majeure category only once while at the duty station. Staff applying under either category should submit applications as soon as possible, preferably within three months after the beginning of the lease.

(b) Reapplication

- (i) The approval of a rental subsidy is for a maximum period of 12 months at a time. Staff members are required to reapply once a year in order to continue to receive a subsidy. In reapplying, staff members will be requested to indicate what, if any, changes have occurred in the conditions of the lease or certify that the information previously submitted is still applicable. A short application form is available for this purpose.
- (ii) Staff members should also submit a revised application to report any changes which might affect the level of subsidy. These include change of dwelling, rent (for the same dwelling) and family size, all of which are described further in paragraph 16 below. Except for changes in dwelling, such changes can be reported on the short application form.

9. Application forms can be obtained from and should be returned to either the executive officer concerned at Headquarters or the Personnel Section at other locations. Copies of the regular and short application forms are attached as annexes III and IV, respectively.

10. The additional documentation required from first-time applicants, whether in the newcomer or force majeure category, and upon submission of a revised application, is a copy of the signed lease agreement, together with a copy of either the first month's rent receipt or the cancelled rent payment cheque. These must be submitted with the subsidy application. Whenever the staff member, as tenant, is responsible for paying electricity bills separate from the rent, a copy of a recent electricity bill should also be submitted, so that an amount for electricity will not be deducted from the rent amount for the purpose of the subsidy calculation (see ST/AI/304, para. 15). If a fee has been paid to a recognized agent for services rendered in obtaining the dwelling for which subsidy is requested, the agent's fee may be subsidized subject to the provision by the staff member of a copy of the agreement between the tenant and the agent and a copy of the receipt for payment of fees (see para. 20 below). Staff members applying for subsidy under the force majeure category are required to submit, in addition to the documentation described above, appropriate documentary evidence attesting to the reason for changing dwelling and a copy of the former lease (as well as the new lease) and a recent rent receipt or cancelled cheque. Additional information may also be requested from the staff member for the purpose of determining the eligibility for force majeure subsidy.

Processing of applications

11. Applications for rental subsidy will be processed by the office of personnel at the duty station. Processing will include verification of the staff member's eligibility, grade and step, date of arrival at the duty station, information provided on dependants and review of the lease and other documentation submitted as required.

12. In the case of requests for subsidy under the force majeure category, applications will be reviewed by a special panel which will ensure strict compliance with the guidelines established by ICSC. The panel established for this purpose will include representatives of the administration and staff, and may be set up on an inter-agency basis at the duty station to ensure uniformity of criteria for ruling on such cases.

13. Applications for subsidy which are approved will be sent to the relevant payroll unit for the detailed subsidy calculations. The amount of subsidy, if any, will be incorporated into the payment of salary and allowances of the staff member, and the subsidy will be shown on the individual's pay slip. Additionally, a computation sheet will be provided to the staff member which will show how the subsidy amount, if any, was determined. If a staff member is not eligible to receive a subsidy, he or she will be so notified.

Effective date for payment of subsidy

14. Rental subsidy will be payable from the first day of the lease agreement or the first day following the end of the period of the staff member's installation grant (normally 30 days), whichever is later. Subsidy for a partial month will be determined by prorating a full month of subsidy over the applicable part of the month.

15. The rental subsidy scheme comes into effect as from 1 April 1983, i.e., no subsidy will be payable for any period preceding 1 April 1983. While the five-year period of eligibility as a newcomer is counted from the end of the installation grant period, in the case of staff members having arrived before 1 April 1983, the subsidy will only be paid for the balance of the five-year period beyond 1 April 1983. In the case of the staff member arriving on or after 1 April 1983, while the period during which the staff member is eligible for rental subsidy is five years, the subsidy may actually be payable for a shorter period, if there is a gap between the starting date of the lease and the end of the installation grant period.

16. Due to the delayed start-up of the system, subsidy payments will be made retroactively to 1 April 1983, as appropriate. Thereafter, payments will be made in the payroll month which corresponds to the lease month. The exception to this would be for the cases when the staff member submits an original or revised application, for which a one- or two-month period of retroactivity might be common. It is the responsibility of each eligible staff member to ensure the timely submission of the appropriate application form.

Changes in rental, family and income status which may affect the level of rental subsidy

17. Once the original level of rental subsidy is established for the staff member, there are a number of factors which may change the level of subsidy payable. Some of these factors are known only to the staff member concerned and it will be his or her responsibility to report them by means of a revised subsidy application form. Other changes will occur in connection with income, threshold level and

reimbursement percentage, and these will be accounted for automatically, without the staff member's being required to submit a revised application form. The various types of changes and their effects are described in the following paragraphs.

18. Changes which must be reported by the staff member are as follows:

(a) Change of dwelling. Staff members in newcomer status remain eligible for rental subsidy upon change of dwelling, up to the end of the initial five-year period. A new application form (the regular form) should be submitted, and a revised level of subsidy will be computed, based on the new rent level and the income/threshold/percentage reimbursement factors. The new subsidy will be payable from the date of the new lease. In the force majeure category staff members are eligible only once; thus, the force majeure subsidy will be discontinued after any further change of dwelling.

(b) Change in rent (for same dwelling). Staff in receipt of a subsidy should submit the short application form when there has been a change in rent for the same dwelling. This applies to subsidy recipients under both the newcomer and force majeure categories. The revised subsidy will be payable from the effective date of the rent increase.

(c) Changes in family size (dependency status). Since the reasonable maximum rent levels are based on family size, as described above in paragraph 2, an increase in a staff member's family size may result in a higher reasonable maximum rent level and in a higher level of subsidy. Staff should thus report those changes immediately, utilizing the short application form. The subsidy level will be recomputed at the time of submission of the revised application, and any increase in subsidy which is due will be payable from the date of the change in family size. Family members must reside with the staff member for the majority of the year in order to be taken into account. A spouse and/or children who have not joined the staff member at the duty station will not be counted; nor will a child who studies away from the duty station and does not live at home for the majority of the year. However, special provisions have been made to deal with the latter case (see para. 24 below). An increase in family size is usually the result of one of the following: birth or adoption of a child; marriage; spouse and/or child(ren) joining staff member at duty station. Staff members are expected to report decreases in family size once a year, at the time of the annual resubmission of the subsidy application form. The effect on the subsidy of such decreases, if any, will not be applied retroactively.

19. Changes which will be accounted for automatically are as follows:

(a) Changes in income. Changes in any of the following will result in a recalculation of the subsidy payable: base salary scale; post adjustment classification; assignment allowance; grade or step; special post allowance (SPA). The effective date of any of these changes will constitute the effective date for any resulting change in rental subsidy.

(b) Change in threshold percentage. The threshold percentage, mentioned in paragraph 2 above, is a key element in the rental subsidy formula for it determines for each eligible staff member the level of rent at which a subsidy begins to be payable. The threshold percentage is determined by ICSC based on the data collected at the time of the periodic housing survey on the average rent levels of staff members in the locality. ICSC will revise the threshold percentage from time to time, and such revisions will trigger a recalculation of the rental subsidy of all eligible staff members in the locality. New thresholds will be announced by means of a circular, as is currently done for changes in the class of post adjustment. Since change in the threshold percentage may result in a rental subsidy being payable where none had been payable before, staff members who previously had not submitted a rental subsidy application may wish to take the opportunity of a change in the threshold percentage to apply for the rental subsidy.

(c) Change in reimbursement percentage. The reimbursement percentage declines from 80 per cent to 20 per cent, over five years in the case of newcomers and over three years in the case of the force majeure category. For each staff member in receipt of a rental subsidy, the subsidy amount will be recalculated automatically after the completion of each year of eligibility (except that in the case of the newcomer there is no change in the 80 per cent level from year one to year two). In the case of newcomers, the period of eligibility will be counted from the end of the installation grant period, not from the date of the first subsidy payment. For the force majeure category, the period of eligibility will be counted from the beginning of the subsidy payment.

Payment of subsidy for agent's fee

20. As indicated in paragraph 10 above, an agent's fee may be taken into account for the purpose of rental subsidy payments. The inclusion of the fee of a licensed agent, which has been paid in the process of obtaining reasonable accommodations, is consistent with the purpose of the subsidy scheme. An agent's fee will be subsidized under the following conditions:

- (a) The staff member must qualify to receive a rental subsidy.
- (b) The subsidy will be paid only once in respect of an agent's fee, even if a later change in dwelling occasions an additional fee.
- (c) The subsidy will not affect the five- or three-year period of subsidy eligibility.
- (d) The entire fee will be treated separately as a one-time rental expenditure, to which the rental subsidy formula will apply, with an 80 per cent reimbursement percentage applied to that part of the fee which exceeds the individual threshold amount.
- (e) If the rent, upon which the fee is based, exceeds the reasonable maximum rent level, the fee will be prorated, and only that portion which corresponds to the reasonable maximum rent level will be subject to the rental subsidy formula.

(f) Only fees charged by licensed rental agents/brokers will qualify for a subsidy. Appropriate documentation, including both the agent's contract/agreement and a copy of either a receipt for the fee or the cheque for payment of the fee, must be submitted.

(g) The request for subsidy in respect of the agent's fee must be included as part of the original application for subsidy.

Other related matters

21. Sublets. Some dwellings are rented through a subleasing arrangement. Staff members subleasing rental accommodations will be eligible for rental subsidy, provided the sublet is legal and the case is adequately documented. This normally requires the prior written consent of the landlord or the appropriate legal body or person. The non-extension of a sublease will not give rise to a force majeure subsidy.

22. Homeowners. The rental subsidy scheme applies to rented accommodations only and is therefore not applicable to staff who live in their own homes or in a dwelling owned by someone residing in the household.

23. Subsidies from other sources/sharing of rent. If the staff member receives a subsidy for the same accommodation from another source or shares the rent of a dwelling with someone other than the spouse and dependants and the lease is in the name of the staff member, the rental subsidy scheme will apply only to that portion of the rent paid by the staff member. Information on this point is also requested on the application form.

24. Provisions for children studying away from the duty station. As indicated in paragraph 18 (c) above, family members must reside with the staff member for the majority of the year in order to be taken into account for the purpose of determining family size, which, in turn determines the reasonable maximum rent level for the staff member. However, when dependent children are absent from the duty station in connection with their studies, an exception will be made to allow the reasonable maximum rent level to reflect an additional bedroom for every two children studying away from the duty station.

25. Spouse in receipt of a United Nations salary in the Professional category. When a staff member and his or her spouse are both in the Professional category and in receipt of a United Nations salary at the same duty station, the income to be used for subsidy purposes will be the higher of the two United Nations salaries. In all other cases, the United Nations income of the eligible staff member alone will be used.

26. One-time payments by staff members. A number of one-time payments may be made by the staff member in connection with a rental accommodation (e.g. agent's fee, "key money", security deposit, moving expenses, painting, repairs). Except for an agent's fee which may be taken into account in the rental subsidy scheme (see para. 20 above), none of the other items of this nature will be reimbursed through the subsidy scheme.

27. Implications for other elements of the salary system. The amount of subsidy paid has no effect on other elements of remuneration in the salary system. The amount is non-pensionable; it is not taken into account in determining either separation payments, the appropriate step in the case of promotion or the amount of an SPA; nor will it be considered as affecting the staff member's income for the purpose of determining insurance premiums and subsidies. Net rents (after payment of subsidies), rather than gross rents, will be used in the computation of post adjustment indexes in the future.

28. Currency of payment. Rental subsidy is normally paid in local currency, except that if the staff member has been obliged to sign a lease calling for payment in another currency, the subsidy may be paid in that currency. In reckoning the staff member's total remuneration for the purpose of applying the standard formula for currency of payment of salaries and allowances (the so-called "70/30 rule"), the rental subsidy is not included.

29. Electricity included in rent. When electricity is included in the rent, the following amounts are to be deducted from the total monthly rent payable to arrive at the net monthly rent: 1-bedroom dwelling, \$25; 2-bedroom dwelling, \$35; 3-bedroom dwelling, \$45; 4-bedroom dwelling, \$55; dwelling with 5 or more bedrooms, \$65. These amounts have been determined on the basis of average cost information provided by the ICSC secretariat and are subject to periodic adjustment.

30. Returnees. Staff members who are temporarily assigned from their official duty station to another duty station and continue to receive in addition to net salary the post adjustment applicable to their official duty station plus a travel subsistence allowance or a mission subsistence allowance to cover their expenses at the temporary duty station, will be treated, for the purpose of the rental subsidy scheme, as if they had not left their official duty station. On the other hand, staff members who are transferred or assigned from a duty station where the scheme described in administrative instruction ST/AI/304 is applicable to another duty station and receive the post adjustment applicable to their new duty station, will be treated as newcomers, should they be reassigned to their original duty station.



Annex I

DETAILS ON THE RENTAL SUBSIDY SCHEME IN NEW YORK

1. The purpose of this annex is to provide detailed information on the threshold level, the reasonable maximum rent levels and sample calculations for New York. The information in this annex, together with the information on the modalities for the operation of the subsidy scheme, will permit eligible staff members to project their entitlement, if any, under the subsidy scheme.

Rental threshold in New York

2. An explanation of the threshold is provided in paragraphs 9 and 10 of administrative instruction ST/AI/304 dated 25 May 1983. ICSC has determined that the following rental thresholds are applicable for New York as of 1 April 1983: 29 per cent for staff paid at the dependant rate; and 32 per cent for staff paid at the single rate.

Reasonable maximum rent levels

3. An explanation of reasonable maximum rent levels is given in paragraphs 9 and 11 of document ST/AI/304 and is amplified in paragraphs 3 to 5 of the present addendum to the above-mentioned administrative instruction.

4. As the starting point for establishing reasonable maximum rent levels for New York, a relationship was determined between family size and reasonable dwelling size (for apartments) based on locally accepted norms. This relationship is given in columns 1 and 2 of the table given in paragraph 5 below. A survey of rental costs in Manhattan was conducted to determine a reasonable maximum rent level (column 3) for each dwelling size shown in column 2. Thus, by relating column 1 to column 3, a reasonable maximum rent level is established for each family size configuration for New York as of 1 April 1983.

5. The significance of the table below is that it shows what is the maximum rent amount which will be taken into account in the rental subsidy formula. For an eligible staff member renting an accommodation which exceeds the maximum shown below for his/her family size, the subsidy will be calculated only on the reasonable maximum level. It should be further noted that column 2 is merely indicative, to show what size dwelling was used for the purpose of the survey. Staff members are not restricted to accommodations of the size shown in column 2. The subsidy itself will be determined on the basis of column 3 (in relation to column 1) and not on the basis of dwelling size.

6. With reference to paragraph 4 of this instruction, the maximum reasonable amount shown in column 3 should be increased by 10 per cent for staff members at the D-1 and D-2 levels and by 20 per cent for staff members at the ASG and USG levels.

<u>Family size</u> (1)	<u>Dwelling size</u> (No. of bedrooms) (2)	<u>Reasonable maximum rent level</u> (3)
Staff member alone or with spouse	1 bedroom	\$1 550
plus 1 child	2 bedrooms	1 950
plus 2 children	2 or 3 bedrooms	2 450
plus 3 children	3 or 4 bedrooms	3 000
plus 4 children	4 bedrooms	3 400
plus 5 or more children	4 or 5 bedrooms	3 800

7. The survey on which the above levels are based was conducted in July/August 1983. It covered apartments only and was restricted to Manhattan. The areas covered in Manhattan included both the East Side and West Side, and took into account locations where United Nations staff members would normally reside (similar quality, location, security etc). Excluded from the survey were apartments and areas considered either sub-standard or luxurious. Apartments which were not available for renting either immediately or within a 30-day period were also excluded. Apartments for which the payment of an agent's fee was required were included. In addition to number of bedrooms, size criteria were taken into account as well as such factors as number of bathrooms and kitchen space. The apartments included had high standards of security.

#### Sample calculations

8. Given the above threshold percentage and reasonable maximum rent levels, sample calculations of rental subsidy in New York have been made and appear in annex II.

#### Applicants in New York

9. Subsidy application forms are available from the executive/administrative officers in the different departments. Information and advice on housing can be obtained from the Staff Activities and Housing Unit. Completed subsidy application forms should be returned to the respective executive/administrative officer for forwarding to the Allowances and Benefits Unit of the Office of Personnel Services.

#### Composition of Rental Subsidy Panel

10. As mentioned in paragraph 12 of the text of this instruction, a panel is to be established to review requests for subsidy under the force majeure category. The panel will have the following membership: one representative each from the administration and staff of the United Nations, the United Nations Development Programme and the United Nations Children's Fund, for a total of six members, with an equal number of alternates.

Annex II

SAMPLE RENTAL SUBSIDY CALCULATIONS

Example 1. Reason for calculation: original application of Mr. A, P-2, step 5, who is a single staff member who has obtained a one-bedroom accommodation

RENTAL SUBSIDY PROCESSING FORM

Completed (date): \_\_\_\_\_

By: \_\_\_\_\_

1. Name / Mr. A /
2. Index No. / ////// /
3. Organization / \_\_\_\_\_ /
4. Duty station / New York /
5. Type of subsidy: (a) Newcomer / x /  
Force majeure (b) Arrived before 1 April 1978 /     /  
(c) Within five-year newcomer period /     /  
(d) Subsidy denied /     / for following reason / \_\_\_\_\_ /
6. Application: (a) First time / x /  
Reapplication: (b) Annual resubmission /     /  
(c) Change of dwelling /     /  
(d) Change of rent /     /  
(e) Change of family status /     /
7. Date of arrival at duty station / 01/06/79 /
8. First day of current lease / 01/07/79 /
9. Eligibility: (a) First day / 01/07/79 / (end of installation period)  
(b) Last day / 30/06/84 / (5 years for newcomers; 3 years for force majeure)
10. Subsidy period: (a) First day / 01/04/83 / (original application) /     / (reapplication)  
(b) Expiration date of 12-month subsidy period / 31/03/84 /  
(in connection with this application)
11. Reimbursement percentage: (a) Current rate (check one) 80 /     / 60 /     / 40 / x / 20 /     /  
(b) Date of next change / 01/07/83 /
12. (a) Grade/step / P-2/5 / (b) Date of next within-grade increment /     /
13. Family status: (a) No. of children / 0 / (b) Secondary dependant / 0 / (c) No. of children not residing with staff member at duty station for whom education grant is paid / 0 /  
No. of extra bedrooms warranted / 0 /
14. Reasonable maximum rent level / \$1 550 /
15. Monthly rent / \$870 /
16. Electricity included in rent (yes/no) / yes /

RENTAL SUBSIDY CALCULATION FORM

Completed (date): \_\_\_\_\_

By: \_\_\_\_\_

	\$		\$
1. Total income: (a) Monthly net base salary (gross less staff assessment)	1 669.82	7. Reasonable maximum rent level	1 550.00
(b) Post adjustment	808.96	8. Rent for purpose of subsidy calculation (smaller of line 6 or line 7)	845.00
(c) Assignment allowance	100.00	9. Excess of rent over threshold (line 8 less line 3)	19.79
(d) Monthly mission allowance	-	10. Percentage reimbursement	40
(e) Special post allowance	-	11. Reimbursement amount (line 9 x line 10):100	7.92
(f) Total	2 578.78	12. 40% of rent for purpose of subsidy calculation (.40 x line 8)	338.00
2. Threshold percentage	32	13. Subsidy (smaller of line 11 or line 12)	7.92
3. Individual threshold amount (line 1 (f) x line 2):100	825.21	14. Subsidy in local currency	7.92
4. Monthly rent	870.00		
5. Deduction for electricity	25.00		
6. Net rent (loc. curr.) Exch. rate	845.00		

If line 3 is greater than line 6, STOP.  
No subsidy payable.

Comments

1. Since electricity is included in the rent, the average cost of electricity for New York is deducted from the rent.

2. Rental subsidy is not payable to Mr. A, since the amount is less than \$10 per month.

/...

Example 2. Reason for calculation: original application of Ms. B, P-4/5, who is a single staff member

RENTAL SUBSIDY PROCESSING FORM

Completed (date): \_\_\_\_\_

By: \_\_\_\_\_

1. Name / Ms. B / 2. Index No. / ////// /
3. Organization / \_\_\_\_\_ / 4. Duty station / New York /
5. Type of subsidy: (a) Newcomer / x /  
Force majeure (b) Arrived before 1 April 1978 /     /  
 (c) Within 5-year newcomer period /     /  
 (d) Subsidy denied /     / for following reason / \_\_\_\_\_ /
6. Application: (a) First time / x /  
 Reapplication: (b) Annual resubmission /     /  
 (c) Change of dwelling /     /  
 (d) Change of rent /     /  
 (e) Change of family status /     /
7. Date of arrival at duty station / 0/1/0/4/8/3/ / 8. First day of current lease / 0/1/0/4/8/3/ /
9. Eligibility: (a) First day / 0/1/0/5/8/3/ / (end of installation period)  
 (b) Last day / 3/0/0/4/8/8/ / (5 years for newcomers; 3 years for force majeure)
10. Subsidy period: (a) First day / 0/1/0/5/8/3/ / (original application) / ////// / (reapplication)  
 (b) Expiration date of 12-month subsidy period / 3/0/0/4/8/4/ /  
 (in connection with this application)
11. Reimbursement percentage: (a) Current rate (check one) 80 / x / 60 /     / 40 /     / 20 /     /  
 (b) Date of next change / 0/1/0/5/8/5/ /
12. (a) Grade/step / P-4/5 / (b) Date of next within-grade increment / ////// /
13. Family status: (a) No. of children / 0 / (b) Secondary dependant / 0 / (c) No. of children not residing with staff member at duty station for whom education grant is paid / 0 /  
 No. of extra bedrooms warranted / 0 /
14. Reasonable maximum rent level / \$1 550 /
15. Monthly rent / \$1 700 / 16. Electricity included in rent (yes/no) / no /

RENTAL SUBSIDY CALCULATION FORM

Completed (date): \_\_\_\_\_

By: \_\_\_\_\_

	\$		\$
1. Total income: (a) Monthly net base salary (gross less staff assessment)	2 345.07	7. Reasonable maximum rent level	<u>1 550.00</u>
(b) Post adjustment	<u>1 125.58</u>	8. Rent for purpose of subsidy calculation (smaller of line 6 or line 7)	<u>1 550.00</u>
(c) Assignment allowance	<u>118.75</u>	9. Excess of rent over threshold (line 8 less line 3)	<u>401.39</u>
(d) Monthly mission allowance	<u>-</u>	10. Percentage reimbursement	<u>80</u>
(e) Special post allowance	<u>-</u>	11. Reimbursement amount (line 9 x line 10):100	<u>321.11</u>
(f) Total	<u>3 589.40</u>	12. 40% of rent for purpose of subsidy calculation (.40 x line 8)	<u>620.00</u>
2. Threshold percentage	<u>32</u>	13. Subsidy (smaller of line 11 or line 12)	<u>311.11</u>
3. Individual threshold amount (line 1 (f) x line 2):100	<u>1 148.61</u>	14. Subsidy in local currency	<u>321.11</u>
4. Monthly rent	<u>1 700.00</u>		
5. Deduction for electricity	<u>-</u>		
6. Net rent (loc. curr.) Exch. rate	<u>1 700.00</u>		

If line 3 is greater than line 6, STOP.  
No subsidy payable.

Comments

1. The first day of the current lease is within the staff member's installation period; the period of eligibility for subsidy commences after the installation period.
2. The actual rent exceeds the reasonable maximum rent level; the latter amount is therefore used for purpose of subsidy calculation.

/...

Example 3. Reason for calculation: original application of Mr. C, P-3/5, whose spouse and two dependent children reside with him

RENTAL SUBSIDY PROCESSING FORM Completed (date): \_\_\_\_\_  
By: \_\_\_\_\_

1. Name Mr. C 2. Index No. //////
3. Organization \_\_\_\_\_ 4. Duty station New York
5. Type of subsidy: (a) Newcomer x  
Force majeure (b) Arrived before 1 April 1978      
 (c) Within 5-year newcomer period      
 (d) Subsidy denied     for following reason \_\_\_\_\_
6. Application: (a) First time x  
 Reapplication: (b) Annual resubmission      
 (c) Change of dwelling      
 (d) Change of rent      
 (e) Change of family status
7. Date of arrival at duty station 0/1/0/4/8/3/ 8. First day of current lease 1/5/0/6/8/3/
9. Eligibility: (a) First day 0/1/0/5/8/3/ (end of installation period)  
 (b) Last day 3/0/0/4/8/8/ (5 years for newcomers; 3 years for force majeure)
10. Subsidy period: (a) First day 1/5/0/6/8/3/ (Original application) ////// (Reapplication)  
 (b) Expiration date of 12-month subsidy period 1/4/0/6/8/4/  
 (in connection with this application)
11. Reimbursement percentage: (a) Current rate (check one) 80 x 60     40     20      
 (b) Date of next change 0/1/0/5/8/5/
12. (a) Grade/step P-3/5 (b) Date of next within-grade increment //////
13. Family status: (a) No. of children 2 (b) Secondary dependant 0 (c) No. of children not residing with staff member at duty station for whom education grant is paid 0  
 No. of extra bedrooms warranted 0
14. Reasonable maximum rent level \$2 450
15. Monthly rent: \$1 950 16. Electricity included in rent? (yes/no) No

RENTAL SUBSIDY CALCULATION FORM Completed (date): \_\_\_\_\_  
By: \_\_\_\_\_

	\$		\$
1. Total income: (a) Monthly net base salary (gross less staff assessment)	2 139.18	7. Reasonable maximum rent level	2 450.00
(b) Post adjustment	1 033.91	8. Rent for purpose of subsidy calculation (smaller of line 6 or line 7)	1 950.00
(c) Assignment allowance	150.00	9. Excess of rent over threshold (line 8 less line 3)	986.30
(d) Monthly mission allowance	-	10. Percentage reimbursement	80
(e) Special post allowance	-	11. Reimbursement amount (line 9 x line 10):100	789.04
(f) Total	3 323.09	12. 40% of rent for purpose of subsidy calculation (.40 x line 8)	780.00
2. Threshold percentage	29	13. Subsidy (smaller of line 11 or line 12)	780.00
3. Individual threshold amount (line 1 (f) x line 2):100	963.70	14. Subsidy in local currency	780.00
4. Monthly rent	1 950.00		
5. Deduction for electricity	-		
6. Net rent (loc. curr.) <u>   </u> Exch. rate <u>   </u>	1 950.00		

If line 3 is greater than line 6, STOP.  
No subsidy payable.

Comments

1. Although Mr. C's 5-year period of eligibility commences from 1 May 1983, subsidy is payable commencing 15 June 1983, the first day of his lease.
2. The amount of subsidy payable is based on the subsidy ceiling equal to 40 per cent of rent.

/...

Annex III

For official use

Date received: \_\_\_\_\_ By: \_\_\_\_\_ Application No. \_\_\_\_\_  
Date processed: \_\_\_\_\_ By: \_\_\_\_\_

RENTAL SUBSIDY APPLICATION FORM (REGULAR, LONG FORM)

- Instructions
1. Use this form for all first-time applications and for changes of dwellings. For change in rent (same dwelling), change in family status and annual resubmission of application, use short application form.
  2. Fill out application as soon as possible after signing of rental lease (preferably within 3 months after signing of lease).
  3. Ensure that necessary supporting documentation is attached (see items 18, 22, 23, 24 and 25).
  4. Submit to executive officer at Headquarters or to Personnel Section at other offices.

I. General information

1. Name / \_\_\_\_\_ /
2. Index No. / / / / / / / / / /
3. Organization / \_\_\_\_\_ /
4. Duty station / \_\_\_\_\_ /
5. Date of arrival at duty station (day/month/year) / / / / / / / /
6. Nature of application (check as appropriate):
  - (a) First application as newcomer / /
  - (b) Within 5-year newcomer period: (i) reapplying owing to change of dwelling / /  
(ii) change of dwelling due to force majeure (yes/no) / /
  - (c) Arrived prior to 1 April 1978 and applying for reasons of force majeure / /  
(In the case of force majeure, as indicated either under 6 (b) (ii) or 6 (c) above; also complete items 24 and 25.)

II. Composition of family residing with staff member at duty station

7. (a) Spouse (yes or no) / /  
(b) Check here if spouse is a staff member employed by the United Nations system in the Professional category / /
8. No. of dependent children residing with staff member at duty station / /  
Names / \_\_\_\_\_ /
9. Secondary dependant (yes or no) / / Relationship / \_\_\_\_\_ / Age / \_\_\_\_\_ /
10. Dependent children studying away from duty station (yes/no) / /  
No. / / Names / \_\_\_\_\_ /

III. Income information

11. Grade/step      /      /      /      /      / Date of next within-grade increment      /      /      /      /      /      /

12. Do you receive post adjustment? (yes/no)      /      /

13. Do you receive monthly mission allowance? (yes/no)      /      /

14. Do you receive assignment allowance? (yes/no)      /      /

15. Do you receive special post allowance? (yes/no)      /      /

IV. Rental information

16. Nature of dwelling (circle one): apartment/house/other (specify)    /

17. Accommodation is (check one):

(a) Leased commercially      /      /

(b) Provided by organization, Government or related institution      /      /

(c) Some other leasing arrangement      /      / If so, specify    /

18. Address    /

19. Period of lease: from      /      /      /      /      /      / to      /      /      /      /      / (A copy of your lease and evidence of payment must be attached.)

20. Total monthly rent    / (clearly indicate currency)

21. Is any subsidy paid for this dwelling?

(a) By the organization (yes/no)      /      / (b) Amount    /

(c) By another source (yes/no)      /      / (d) Amount    /

22. If you share the dwelling with anyone besides the family members specified in items 7 to 9 above, and if any portion of total rent is also shared, indicate amount paid by you    /

23. Electricity costs are (check one) included in rental      /      / paid separately      /      / (In the latter case, please provide a copy of the most recent bill or evidence of payment.)

V. Force majeure (to be completed if answer to 6 (b) (ii) or 6 (c) above was yes)

24. Explain reason for force majeure move    /    / (Documentary evidence attesting to the reason for changing your dwelling must be attached.)

25. Total monthly rent of former dwelling    / (A copy of your former lease must be attached.)

/...

VI. Agent's fee

26. Did you pay a fee to a licensed agent or broker to obtain the accommodation?

(yes/no) \_\_\_\_\_/ amount \_\_\_\_\_/

(A copy of the agent's contract/agreement (including licence No. and fee paid) and evidence of payment must be attached.)

---

I certify that the above information is correct and up to date.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of staff member



Annex IV

For official use

Date received: \_\_\_\_\_ By: \_\_\_\_\_ Application No. \_\_\_\_\_  
Date processed: \_\_\_\_\_ By: \_\_\_\_\_

RENTAL SUBSIDY APPLICATION FORM (SHORT FORM)

- Instructions
1. Use this short form for change in rent (same dwelling), change in family status and annual resubmission of application. For first-time application and for change of dwelling, use regular, long application form.
  2. Fill out application as soon as possible to avoid a break in subsidy payment.
  3. Ensure that necessary supporting documentation is attached (see item 8).
  4. Submit to executive officer at Headquarters or to Personnel Section at other offices.

I. General information

1. Name / \_\_\_\_\_ /
2. Index No. / / / / / / / / / /
3. Organization / \_\_\_\_\_ /
4. Duty station / \_\_\_\_\_ /
5. Indicate whether you are renting same dwelling as previous application (yes/no) / \_\_\_ /
6. Reason for application (check as appropriate):
  - (a) Annual resubmission of application / \_\_\_ / Current 12-month subsidy period ends / \_\_\_\_\_ /
  - (b) Change in rent (same dwelling) / \_\_\_ /
  - (c) Change in family size / \_\_\_ /
    - (i) Indicate nature of change / \_\_\_\_\_ /
    - (ii) Date of change / / / / / / / / / /
    - (iii) Indicate members of family currently residing with staff member at duty station (check as appropriate)  
Spouse (yes/no) / \_\_\_ /  
Dependent children: Number / \_\_\_ / Names / \_\_\_\_\_ /  
Secondary dependant (yes/no) / \_\_\_ /

II. Income and rent information

7. Income information: Current grade/step / \_\_\_ / \_\_\_ / \_\_\_ /
8. Rent information:
  - (a) Total monthly rent / \_\_\_\_\_ / (clearly indicate currency)
  - (b) Period of current lease: from / / / / / / / / / / to / / / / / / / / / / (A copy of your lease and evidence of payment must be attached.)

I certify that the above information is correct and up to date and that the information in my previous application is also correct, except for the changes indicated above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of staff member