Purpose

This procedure is used by the **Staff Member** to submit a request for rental subsidy. The steps are the same for rental subsidy outside North America and Europe and rental subsidy in North America and Europe.

Reference

Factsheets are provided and contain additional information on the different eligibility and documentation requirements for this subject.

This quick reference, the training simulation and Factsheets are provided for information and navigational purposes only. The United Nations Staff Rules and Regulations, and Administrative Instructions are the authoritative documents on this subject and staff members should refer to those documents for the complete eligibility and documentation requirements as it pertains to their situation.

Intended Audience

- **Staff Member**

Global Process

This process begins after the **Staff Member** has logged into the **Umoja** portal.
If a rental subsidy is not automatically approved through ESS because the applicant has submitted an application for force majeure, sharing with someone other than spouse or combined rent, the HR Partner is responsible for the following actions:

1. The **HR Partner** reviews the policy and guidelines to verify staff member’s eligibility to rental subsidy.
2. The **HR Partner** reviews the staff member’s submitted application and documentation
3. The **HR Partner** approves or rejects the application. If approved, the disbursement will be made.

**Pre-requisites**

- Prior to submitting the rental subsidy application, you need to ensure your duty station address is updated with the details of the address on the lease. Please refer to the quick guide on how to add or update your addresses before you start the process of submitting a rental subsidy application.
- Original signed lease agreement and subsequent lease extensions;
- Copy of first month’s rent receipt;
- Contract or agreement with the broker; including real estate broker’s license number and fee, if applicable;
- Original receipt for payment of broker’s fee, if applicable;
- Electric bill, if the electricity is not included in the rent.

* HR Administrator can submit an application on behalf of the staff member when the staff member does not have access to ESS.

** Types of rent
- **Standard rent**: When the rent claimed is for a single accommodation for the duration of the lease, with or without a broker’s fee.
- **Shared rent**: When accommodation is shared with someone other than the spouse.
- **Combined rent**: When the rent claimed is combined for multiple accommodations.
Objectives

As part of the demonstration, we will show you:

- How to submit a new request for rental subsidy.

Scenario

A professional level staff member submits for the first time an application for rental subsidy, they pay a broker’s fee and the rent does not include the cost of electricity.

Menu Path

Use the following menu path(s) to begin this process:

Employee Self-Service SM > Overview > Entitlements > Check Entitlement Eligibility > Apply On-line

Procedure

1. Start the transaction using the menu path

   Employee Self-Service SM > Overview > Entitlements > Check Entitlement Eligibility > Apply On-line
2. Click on the Employee Self-Service SM tab.

Employee Services

3. Click on the Entitlements link.

Entitlements
4. Click on the [Check Entitlement Eligibility] link.

Entitlement Summary Launch Page

![Entitlement Summary Launch Page](image)

5. Click on the [Apply On-line] link.

Rental Subsidy Overview Page

![Rental Subsidy Overview Page](image)
6. Click on the \textit{New Request} button.

\textbf{Rental Subsidy Application}

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7. Select or enter the \textit{Valid From} date, using the DD.MM.YYYY format.

The \textit{valid from} date is the first day of the lease agreement or the first day following the end of the period of payment of the daily subsistence allowance element of the assignment grant, whichever is later.

\textbf{Rental Subsidy Application}

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8. Select or enter the \textit{Valid To} date using the DD.MM.YYYY format.

The \textit{Valid To} date is the date the lease expires.
Submit a first time request for rental subsidy

Quick Reference

Rental Subsidy Application

9. Select the reason for your application from the list of options. In this case, select First Submission

- First Submission - select when this is the first time an application is being submitted. **This option is selected in this scenario.**
- Resubmission - select if the application is resubmitted because additional information or attachments have been added to the application.
- Change in dwelling - select if your residence address has changed.
- Change in Family Size - select if the size of your family has changed.
- Change in Housing Assistance - select if you have started to receive housing assistance.
- Change in Rent (same dwelling) - select if there is any change (increase or decrease) in the amount of rent you are paying. This option may be used when you are given a rebate in rent or the regular rent you pay changes for any reason.
10. Select the dwelling type from the list of options as follows:

- **Lease Commercially** - select when you are renting from a commercially owned building. **This option is selected in this scenario.**
- **Sublet** - select if you are renting from the tenant and not the building owner.
- **Low-cost Rent from UN** - select if you pay rent to the UN at a substantially lower rate than the average rent for the duty station.
- **Low-cost Rent from Govt/Institution** - select if you pay rent to a Government or a related institution at substantially lower than the average rent for the duty station.
- **Provided Free by UN** - select if you receive free residence from the UN.
- **Provided Free by Govt/Institution** - select if you receive free residence from a Government or a related institution.
Renting Subsidy Application

11. The schema displayed in the Reimbursement Application Type field is pre-selected and based on your duty station. This will be used to calculate the conditions of the staff member’s rental subsidy.

- Select Force Majeure - if there is a change in dwelling.
- Current Duty Station - this is pre-populated with the location of the duty station.
- Arrival Date at Duty Station - this is pre-populated with the date you arrived at the duty station.
- Number of Dependents - this is pre-populated with the number of dependents you had as of the time of the application.
- Number of Dependents Living Away - if any dependants are not living with you at the duty station (including if they are studying away from the duty station) enter the number of dependants who are living away in this field.

Renting Subsidy Application

12. Select or enter the date the lease starts.
Submit a first time request for rental subsidy
Quick Reference

Rental Subsidy Application

13. Select or enter the expiration date of the lease.

Rental Subsidy Application

14. Enter the amount of rent you are paying and in the type of currency. In this scenario, the staff member and the spouse are living together, so the total amount of rent is entered.

- If the residence is shared with anyone other than the staff member’s spouse, you must enter only your share of the rent and the total rent.
- If you are eligible for rental subsidy for multiple accommodations, you must enter the combined rent of both locations.

Rental Subsidy Application

15. Enter the amount paid to the broker and in the type of currency.
16.  Select or enter the date you paid the broker’s fee.

17.  If applicable, select any of the following options:

   - Select if electricity costs included in rent - choose if the rent amount includes the electrical cost. If chosen, you will be asked to enter the number of bedrooms in the residence.
   - Select if residence shared with anyone other than spouse - choose if you share the residence with anyone other than your spouse and the lease is in your name.
   - Select if rent amount above is combined for multiple accommodations - choose if you maintain two residences and are claiming rental subsidy for both.
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Rental Subsidy Application

18. Click on the Duty Station Address button to view the address.

Duty Station Address

Details of Duty Station Address
Care of / Name: 
House Number and Street: 650 Central Pa...
2nd Address Line: 
City: New York
State: 
Postal Code: 
Country: UN

19. Verify that the Duty Station Address corresponds to the Lease. If not, then you will need to update the Duty Station Address before submitting your request for Rental Subsidy. Refer to the quick guide on how to update Addresses.
Duty Station Address

Details of Duty Station Address
Care of / Name: 
House Number and Street:  650 Central Pa...
2nd Address Line: 
City: New York
State: 
Postal Code: UN
Country: 

20. Click on the Close button to return to the Rental Subsidy Application.

Rental Subsidy Application

21. Enter the first (given) and last (family) name of the landlord.

Rental Subsidy Application

22. Enter the House number only where the landlord resides as it appears on the Lease.
23. If applicable, enter the landlord's apartment number.

24. Enter the name or number of the street where the landlord resides.

25. Enter the name of the city, provinces, parishes, etc. where the landlord resides.
26. Select or enter the name of the country where the landlord resides.

If applicable, enter the email address of the landlord.

Additional information can be entered in the Remarks field, such as, in the event you are receiving some type of housing assistance other than through the UN, you must indicate the amount of money received and the source. You may also use this field to add any remarks you may want to have on record on this application.

**Rental Subsidy Application**

27. Click on the **Upload** button if you want to attach any of the following documents:

- Original signed lease agreement and subsequent lease extensions;
- Copy of first month’s rent receipt;
- Contract or agreement with the broker; including real estate broker’s license number and fee;
- Original receipt for payment of broker’s fee;
- Electric bill
Remember that even if you attach the documentation, the original documentation must be kept for 5 years and you will be required to present it to the HR partner upon request. Failure to submit this documentation when required may result in recoveries and possibly disciplinary actions.

Upload New Attachment

28. Click on the Browse... button. The Choose File to Upload window will open.
Choose File to Upload

29. Select the document. You should only upload PDF files.
Choose File to Upload

Click on the **Open** button.

Upload New Attachment
31. Click on the OK button to upload the document.

The document has been attached. Repeat the steps for each required document.

32. Click on the Terms & Conditions link.
Once you have read the Terms and Conditions, click on the **Close** button to return to the Rental Subsidy Application.
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Rental Subsidy Application

34. Click on the checkbox to acknowledge and accept the Terms & Conditions.

   By clicking here you are acknowledging your responsibility to retain and produce all documentation within 5 years of the date of the application.

Rental Subsidy Application

35. Click on the **Submit** button.
36. A message will appear indicating the submission was successful.

In cases of force majeure, shared rent or combined rent, the request is routed to the HR Partner for approval. These types of requests will appear on the "Request in Process" until they have been approved by the HR Partner.

All other cases will be self-certified and approved automatically, so they will not be appear on the "Request in Process".

37. Click on the Employee Self-Service SM tab to return to the Employee Services menu.
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Quick Reference