

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.

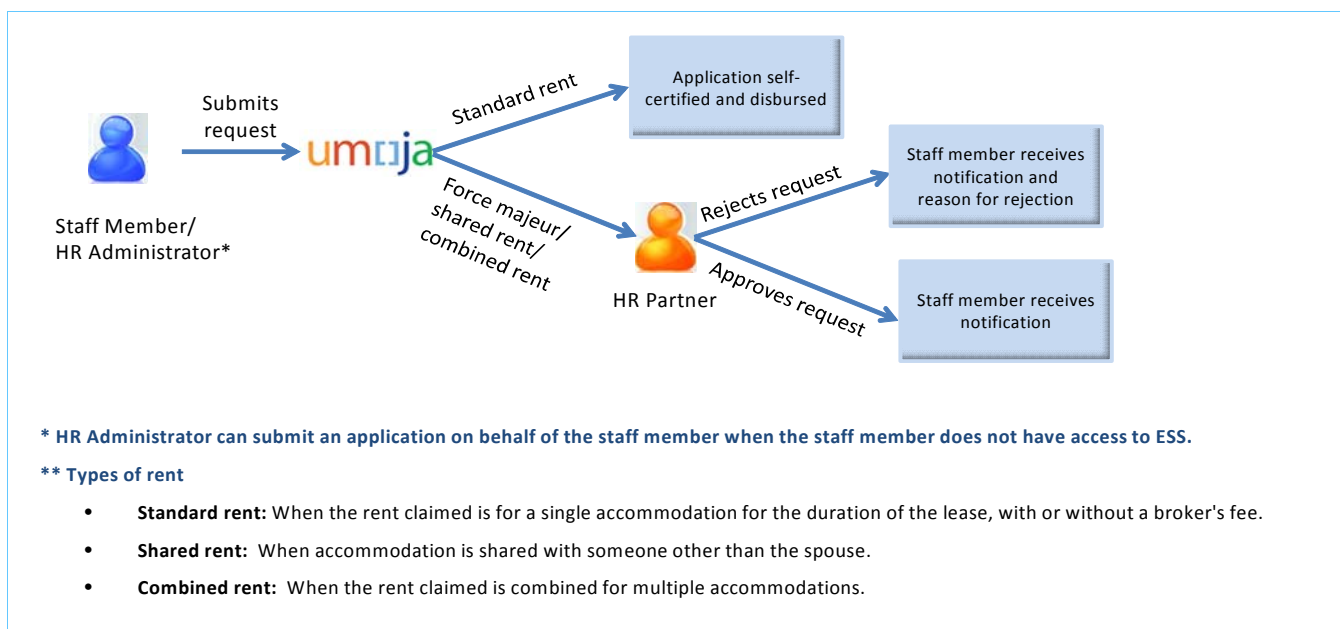
This quick reference, the training simulation and Factsheets are provided for information and navigational purposes only. The United Nations Staff Rules and Regulations, and Administrative Instructions are the authoritative documents on this subject and staff members should refer to those documents for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

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](#)

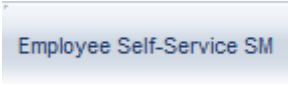
Procedure

1. Start the transaction using the menu path

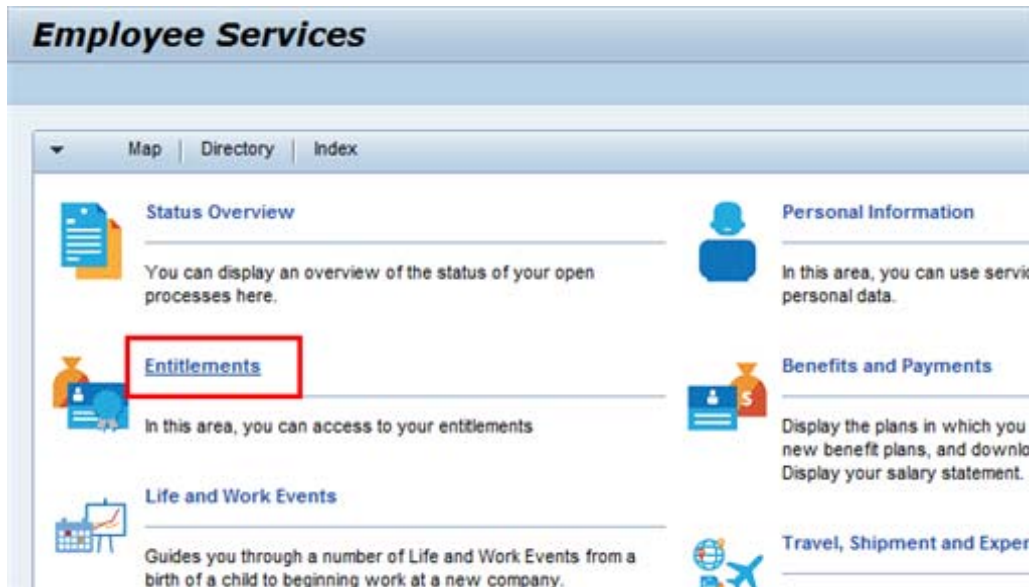
[Employee Self-Service SM](#) > [Overview](#) > [Entitlements](#) > [Check Entitlement Eligibility](#) > [Apply On-line](#)

Overview - Umoja qa portal - Q3J - Windows Internet Explorer



2.  tab.
Click on the

Employee Services



The screenshot shows the 'Employee Services' dashboard. At the top, there are navigation tabs for 'Map', 'Directory', and 'Index'. Below this, there are six main service categories, each with an icon and a brief description:

- Status Overview**: You can display an overview of the status of your open processes here.
- Entitlements**: In this area, you can access to your entitlements. (This link is highlighted with a red box in the original image.)
- Life and Work Events**: Guides you through a number of Life and Work Events from a birth of a child to beginning work at a new company.
- Personal Information**: In this area, you can use servik personal data.
- Benefits and Payments**: Display the plans in which you new benefit plans, and downlo Display your salary statement.
- Travel, Shipment and Exper**: (The text is partially cut off in the image.)

3. Click on the [Entitlements](#) link.

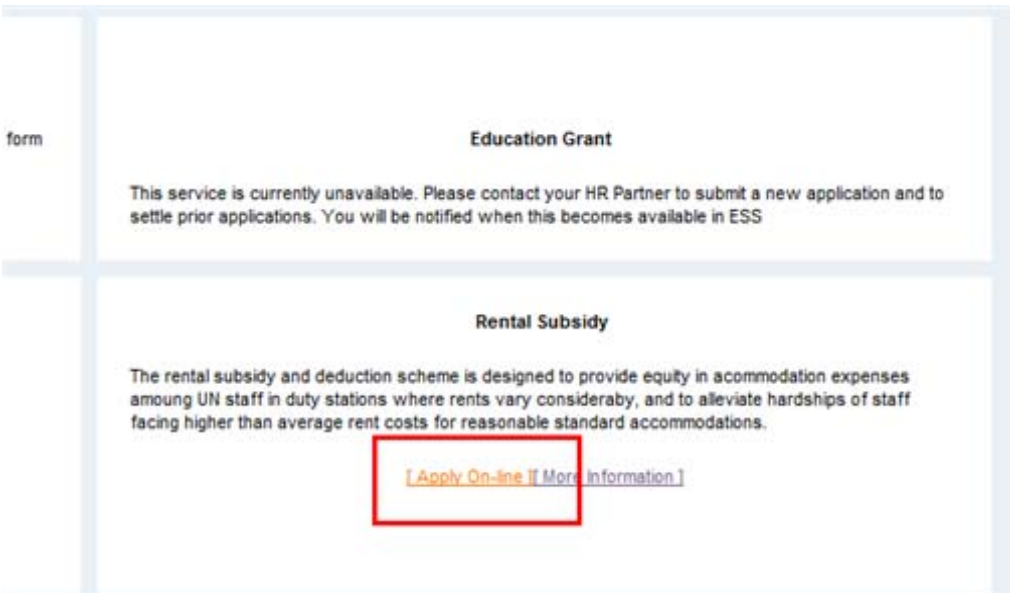
Entitlements



The screenshot shows the 'Entitlements' service map. At the top, there is a 'Back' link. Below this, there is a 'Service Map' section with a dropdown arrow. Under the 'Service Map', there is a red box highlighting the 'Entitlements' link, which includes the sub-link 'Check Entitlement Eligibility' and the text 'Check your entitlements eligibility'.

4. Click on the [Check Entitlement Eligibility](#) link.

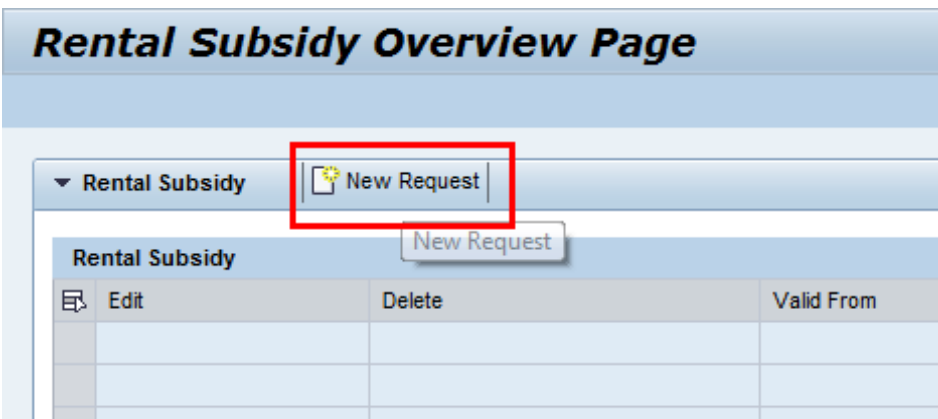
Entitlement Summary Launch Page



The screenshot shows a web page with two main sections. The top section is titled "Education Grant" and contains the text: "This service is currently unavailable. Please contact your HR Partner to submit a new application and to settle prior applications. You will be notified when this becomes available in ESS". The bottom section is titled "Rental Subsidy" and contains the text: "The rental subsidy and deduction scheme is designed to provide equity in accommodation expenses among UN staff in duty stations where rents vary considerably, and to alleviate hardships of staff facing higher than average rent costs for reasonable standard accommodations." Below this text, there are two links: "[Apply On-line]" and "[More Information]". The "[Apply On-line]" link is highlighted with a red rectangular box.

5. Click on the [\[Apply On-line\]](#) link.

Rental Subsidy Overview Page

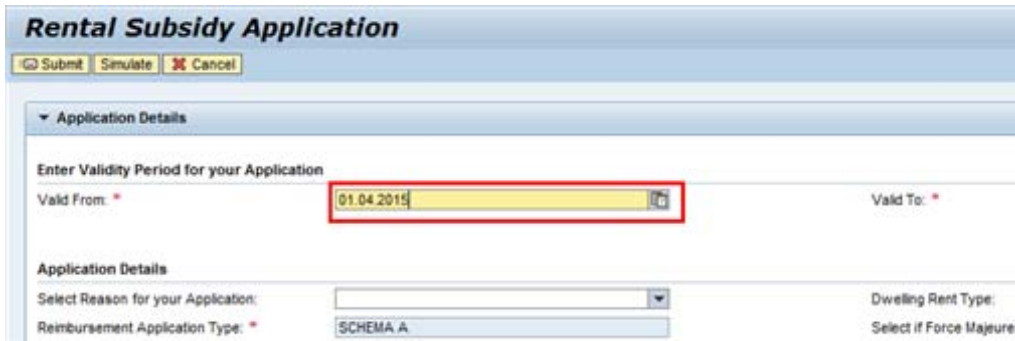


The screenshot shows the "Rental Subsidy Overview Page" with a blue header. Below the header, there is a navigation bar with a dropdown menu labeled "Rental Subsidy" and a "New Request" button with a gear icon. The "New Request" button is highlighted with a red rectangular box. Below the navigation bar, there is a table with the following structure:

Rental Subsidy			
	Edit	Delete	Valid From

6. Click on the  button.

Rental Subsidy Application



The screenshot shows the 'Rental Subsidy Application' form. At the top, there are buttons for 'Submit', 'Simulate', and 'Cancel'. Below this is a section titled 'Application Details' with a dropdown arrow. Underneath, it says 'Enter Validity Period for your Application'. There are two date fields: 'Valid From: *' and 'Valid To: *'. The 'Valid From' field contains the date '01.04.2015' and is highlighted with a red rectangular box. Below the date fields, there are two more fields: 'Reimbursement Application Type: *' with a dropdown menu showing 'SCHEMA A', and 'Dwelling Rent Type:' with a dropdown menu.

7. Select or enter the Valid From date, using the DD.MM.YYYY format.

The 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.

Rental Subsidy Application

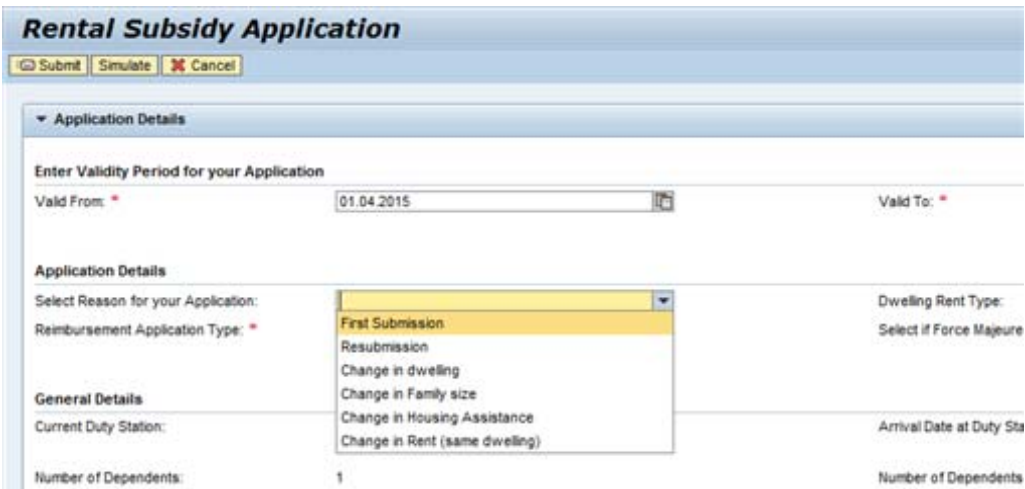


This screenshot is similar to the previous one, showing the 'Rental Subsidy Application' form. In this view, the 'Valid To' date field contains the date '31.03.2016' and is highlighted with a red rectangular box. The 'Valid From' field still shows '01.04.2015'. The rest of the form, including the 'Reimbursement Application Type' and 'Dwelling Rent Type' fields, remains the same as in the previous screenshot.

8. Select or enter the Valid To date using the DD.MM.YYYY format.

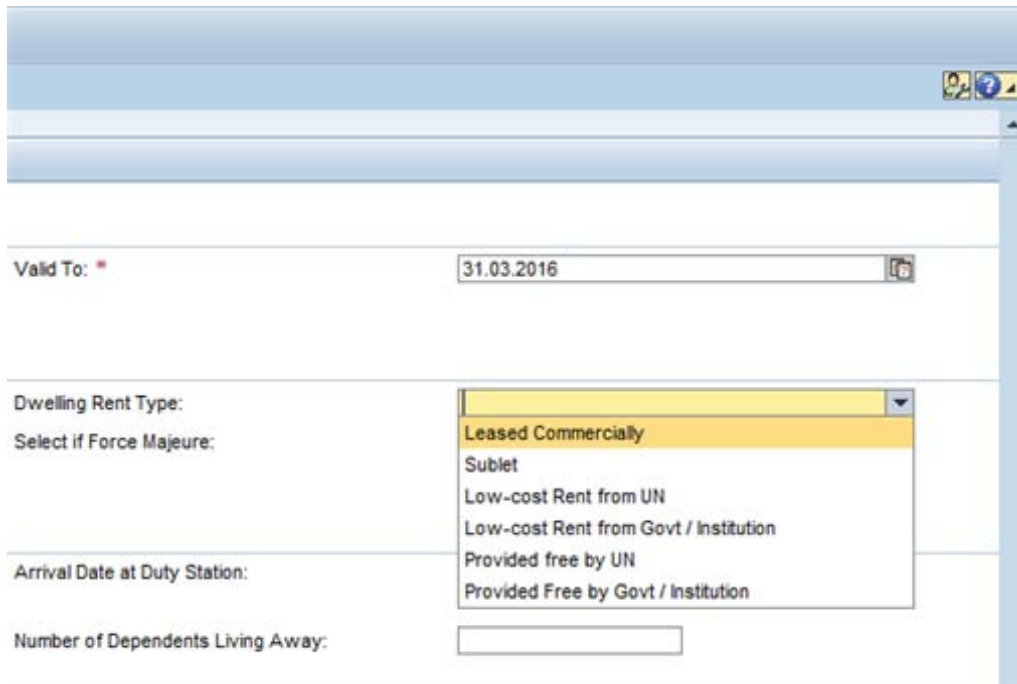
The Valid To date is the date the lease expires.

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.

Rental Subsidy Application



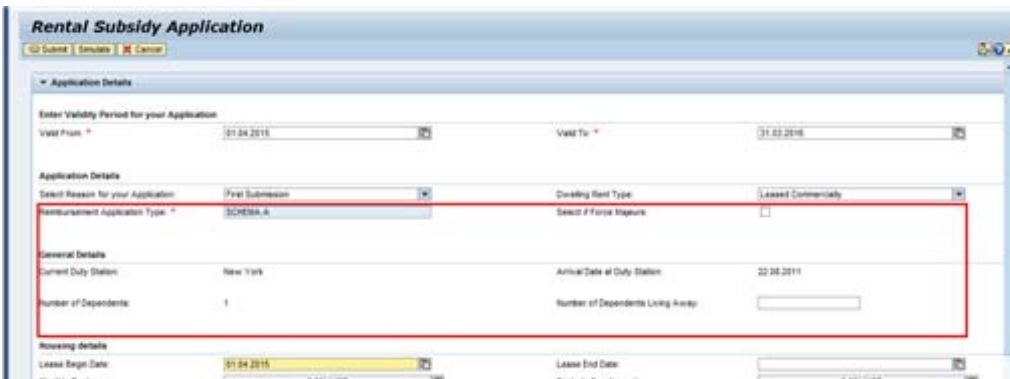
The screenshot shows a web application form for a Rental Subsidy Application. The form includes the following fields and options:

- Valid To:** A text input field containing the date 31.03.2016.
- Dwelling Rent Type:** A dropdown menu with the following options:
 - Leased Commercially (highlighted in yellow)
 - Sublet
 - Low-cost Rent from UN
 - Low-cost Rent from Govt / Institution
 - Provided free by UN
 - Provided Free by Govt / Institution
- Select if Force Majeure:** A checkbox field.
- Arrival Date at Duty Station:** A text input field.
- Number of Dependents Living Away:** A text input field.

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.

Rental Subsidy Application



The screenshot shows a web-based form titled "Rental Subsidy Application". It is divided into several sections:

- Application Details:** Includes "Valid From" (01.04.2015) and "Valid To" (31.03.2016).
- Application Details:** Includes "Select Reason for your Application" (First Submission), "Reimbursement Application Type" (SCHEMA), "Dwelling Rent Type" (Leased Commercially), and "Select if Force Majeure" (checkbox).
- General Details:** Includes "Current Duty Station" (New York), "Arrival Date at Duty Station" (20.08.2011), "Number of Dependents" (1), and "Number of Dependents Living Away" (empty field).
- Housing details:** Includes "Lease Begin Date" (01.04.2015) and "Lease End Date" (empty field).

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.

Rental Subsidy Application

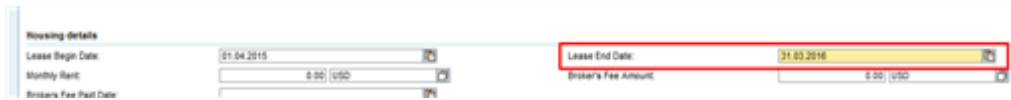


The screenshot shows the "Housing details" section of the form:

- Lease Begin Date:** 01.04.2015 (highlighted with a red box)
- Monthly Rent:** 0.00 USD
- Brokers Fee Paid Date:** (empty field)
- Select if electricity costs included in rent
- Select if residence shared with anyone other than spouse

12. Select or enter the date the lease starts.

Rental Subsidy Application



Housing details

Lease Begin Date: 01.04.2015

Monthly Rent: 0.00 USD

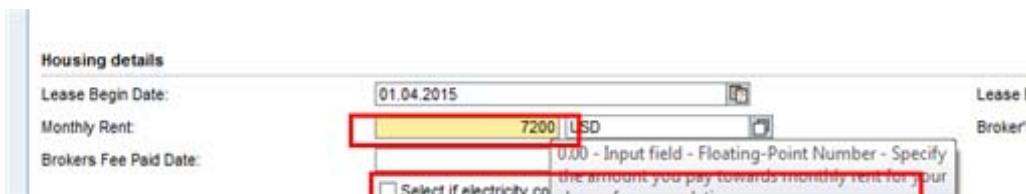
Brokers Fee Paid Date:

Lease End Date: 31.03.2016

Brokers Fee Amount: 0.00 USD

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

Rental Subsidy Application



Housing details

Lease Begin Date: 01.04.2015

Monthly Rent: 7200 USD

Brokers Fee Paid Date:

0.00 - Input field - Floating-Point Number - Specify the amount you pay towards monthly rent for your

Select if electricity costs included in rent

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



Housing details

Lease Begin Date: 01.04.2015

Monthly Rent: 7200 USD

Brokers Fee Paid Date:

Lease End Date: 31.03.2016

Brokers Fee Amount: 0.00 USD

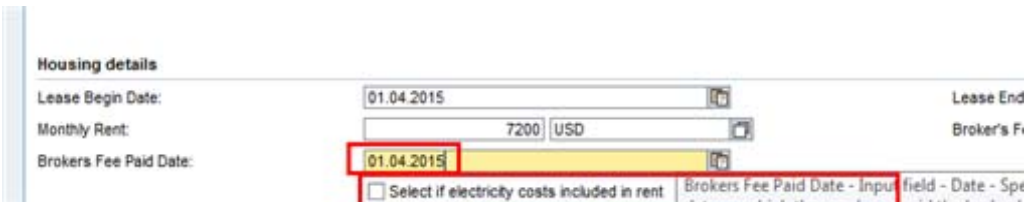
Select if electricity costs included in rent

Select if residence shared with anyone other than spouse

Select if rent amount above is combined for multiple accommodations

15. Enter the amount paid to the broker and in the type of currency.

Rental Subsidy Application



Housing details

Lease Begin Date: 01.04.2015 Lease End

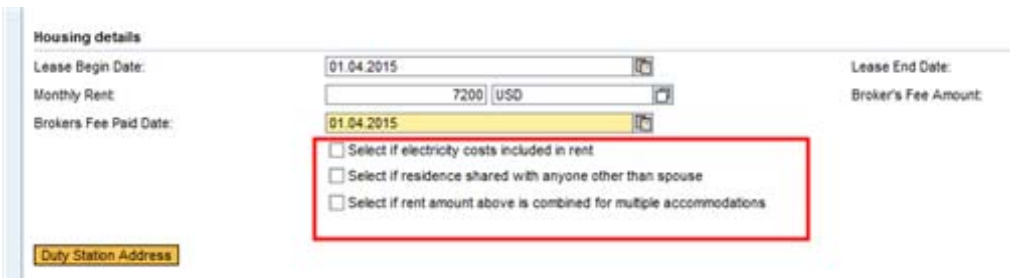
Monthly Rent: 7200 USD Broker's F

Brokers Fee Paid Date: 01.04.2015

Select if electricity costs included in rent Brokers Fee Paid Date - Input field - Date - Spe

16. Select or enter the date you paid the broker's fee.

Rental Subsidy Application



Housing details

Lease Begin Date: 01.04.2015 Lease End Date:

Monthly Rent: 7200 USD Broker's Fee Amount:

Brokers Fee Paid Date: 01.04.2015

Select if electricity costs included in rent

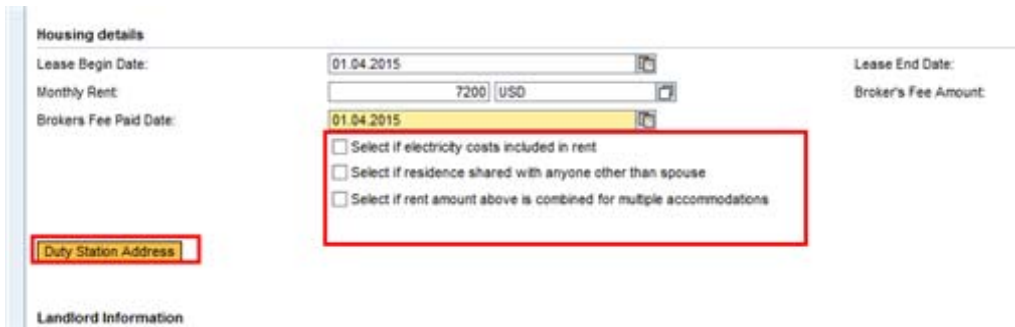
Select if residence shared with anyone other than spouse

Select if rent amount above is combined for multiple accommodations

Duty Station Address

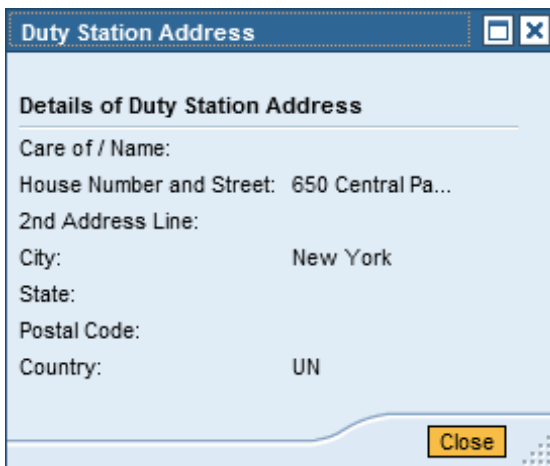
17. If applicable, select any of the following options:
- *Select if electricity costs included in rent*- choose if the rent amount includes the electrical cost. If chosen, you will be asked to enter the number of bedrooms in the residence.
 - *Select if residence shared with anyone other than spouse*- 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.

Rental Subsidy Application



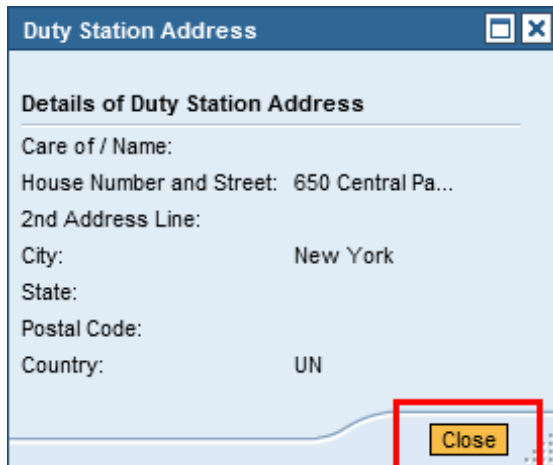
18. Click on the **Duty Station Address** button to view the address.

Duty Station Address



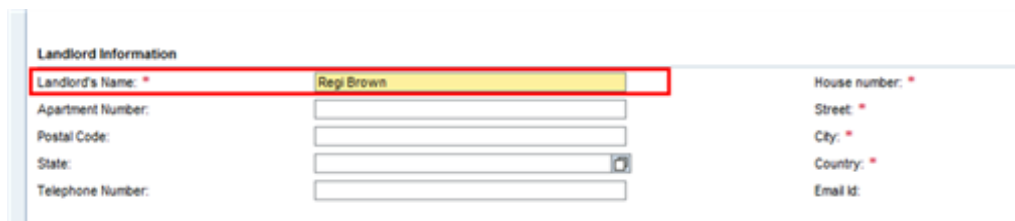
19. Verify that the Duty Station Address corresponds to the Lease. If not, then you will need to update the Duty Station Address before submitting your request for Rental Subsidy. Refer to the quick guide on how to update Addresses.

Duty Station Address



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

Rental Subsidy Application



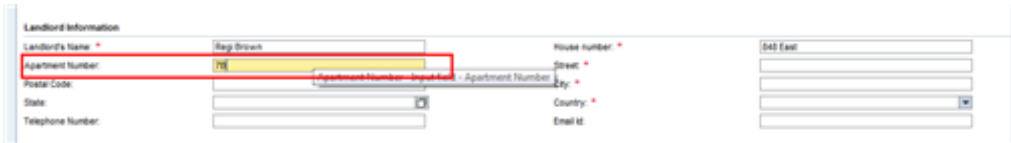
21. Enter the first (given) and last (family) name of the landlord.

Rental Subsidy Application



22. Enter the House number only where the landlord resides as it appears on the Lease.

Rental Subsidy Application



Landlord Information

Landlord's Name * Reg Brown

Apartment Number * 70

Postal Code *

State *

Telephone Number *

House number * 343 East

Street * 10 Street

City *

Country *

Email *

23. If applicable, enter the landlord's apartment number.

Rental Subsidy Application



Landlord Information

Landlord's Name * Reg Brown

Apartment Number * 70

Postal Code *

State *

Telephone Number *

House number * 343 East

Street * 10 Street

City *

Country *

Email *

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

Rental Subsidy Application



Landlord Information

Landlord's Name * Reg Brown

Apartment Number * 70

Postal Code *

State *

Telephone Number *

House number * 343 East

Street * 10 Street

City * New York

Country *

Email *

25. Enter the name of the city, provinces, parishes, etc. where the landlord resides.

Rental Subsidy Application



Landlord Information

Landlord's Name * Reg Brown

Apartment Number * 70

Postal Code *

State *

Telephone Number *

House number * 343 East

Street * 10 Street

City * New York

Country * USA

Email *

Remarks

Remarks

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



Attachments	
Action	File Name
	

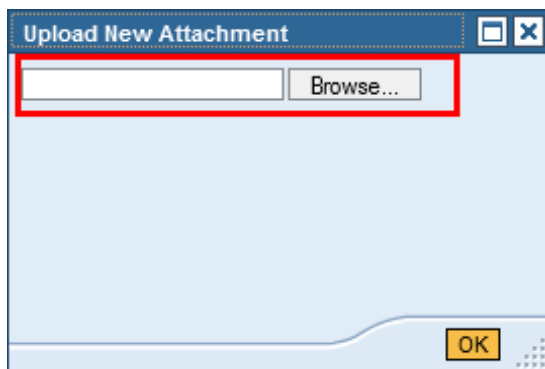
27. Click on the  button if you want to attach any of the following documents:

- 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



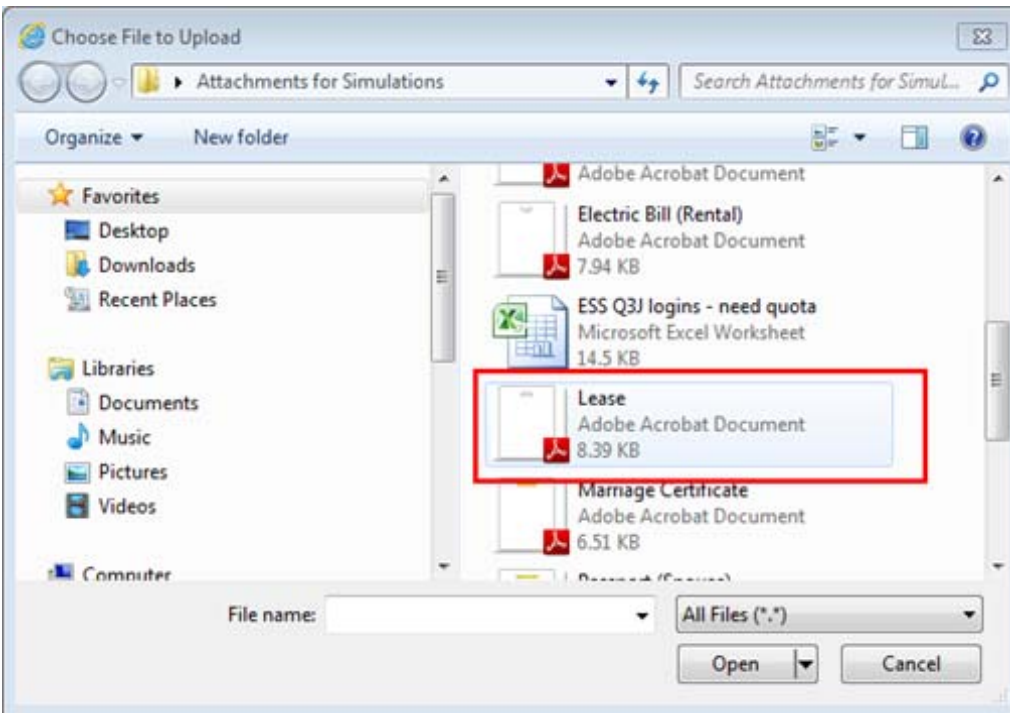
Remember that even if you attach the documentation, the original documentation must be kept for 5 years and you will be required to present it to the HR partner upon request. Failure to submit this documentation when required may result in recoveries and possibly disciplinary actions.

Upload New Attachment



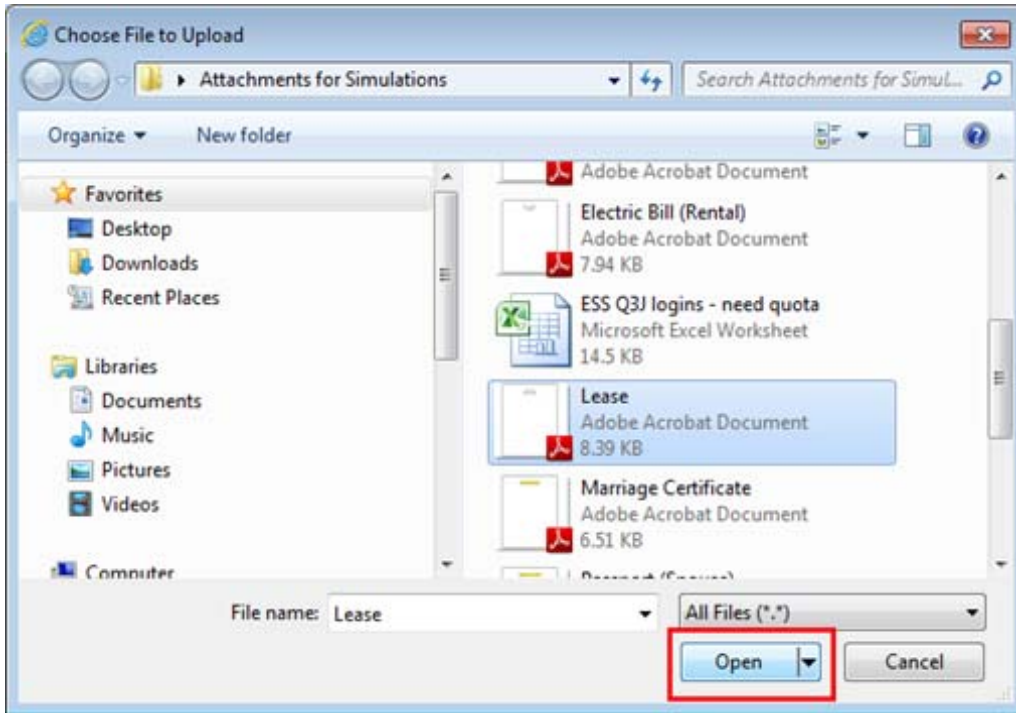
28. Click on the button. The Choose File to Upload window will open.

Choose File to Upload



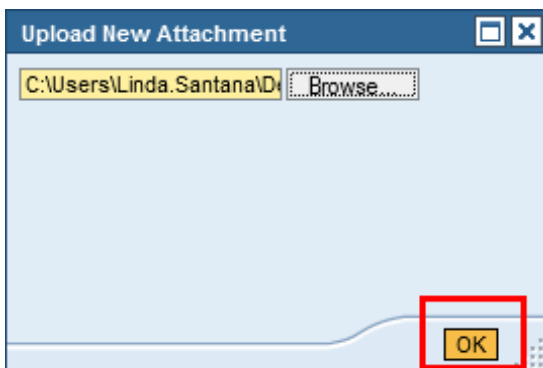
29. Select the document. You should only upload PDF files.

Choose File to Upload



30. Click on the  button.

Upload New Attachment

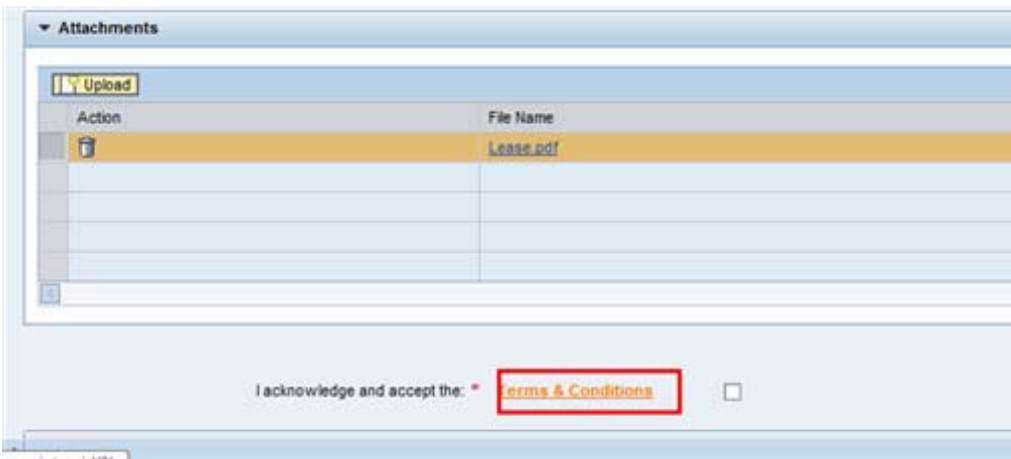


31. Click on the **OK** button to upload the document.




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

Rental Subsidy Application



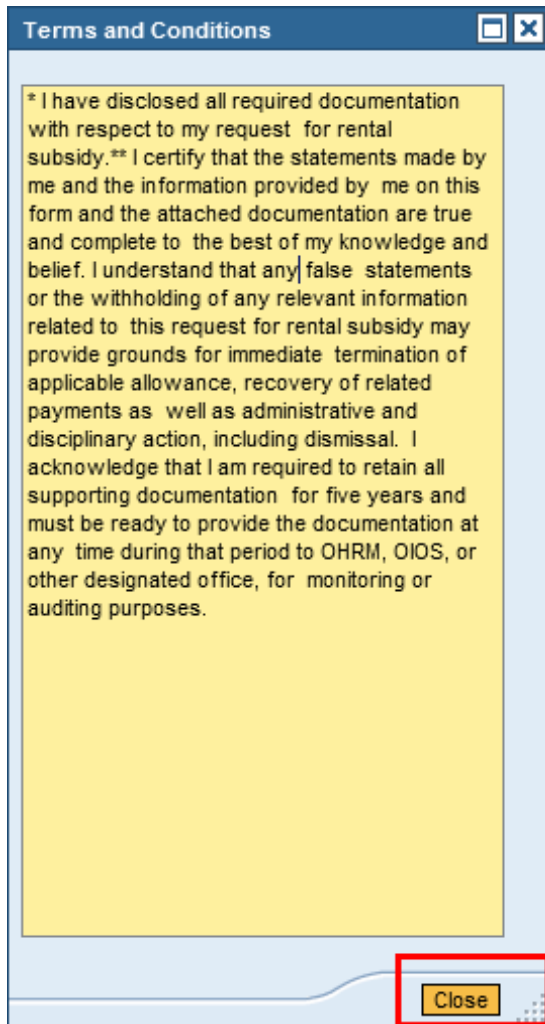
The screenshot shows a web interface for the Rental Subsidy Application. At the top, there is a section titled "Attachments" with a dropdown arrow. Below this, there is an "Upload" button. A table with two columns, "Action" and "File Name", is displayed. The first row in the table has a trash icon in the "Action" column and "Lease.pdf" in the "File Name" column. Below the table, there is a text field with the label "I acknowledge and accept the:" followed by a red-bordered link labeled "Terms & Conditions" and an unchecked checkbox.

Action	File Name
	Lease.pdf

I acknowledge and accept the: [Terms & Conditions](#)

32. Click on **Terms & Conditions** link.

Terms and Conditions



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

Rental Subsidy Application



Action	File Name
	Lease.pdf

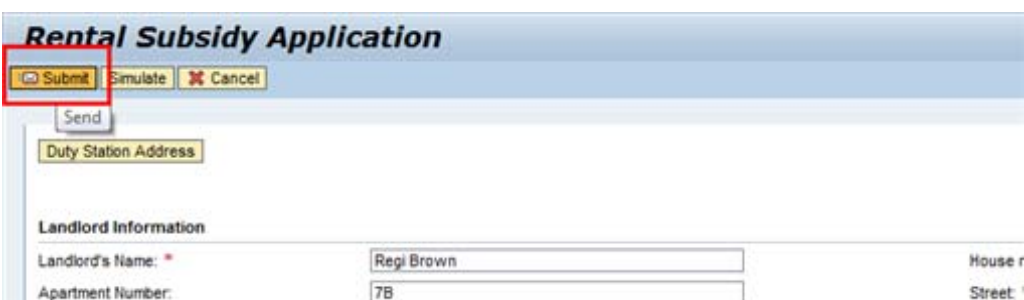
I acknowledge and accept the: [Terms & Conditions](#)

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



Rental Subsidy Application

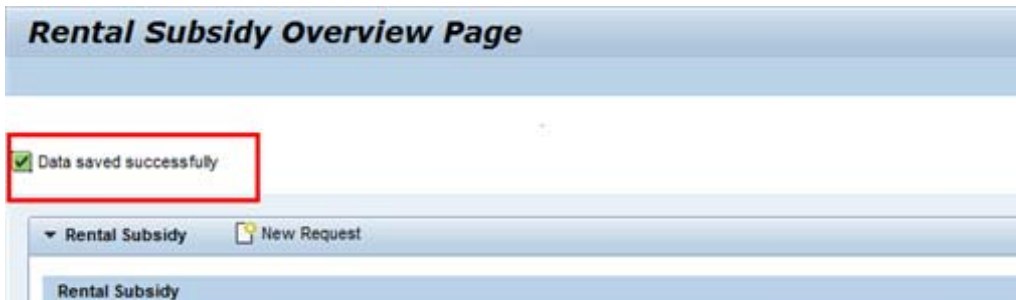
Landlord Information

Landlord's Name: House r

Apartment Number: Street:

35. Click on the button.

Rental Subsidy Overview Page



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".

Check Entitlement Eligibility - Umoja qa portal - Q3J - Windows Internet Explorer



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

