

Your housing assistance

Manx Care | Housing Assistance Claim Form (REL4)



Sometimes, accommodation on the Isle of Man is more expensive than accommodation of a similar standard elsewhere. To avoid this cost to you, Manx Care will pay the difference between your current mortgage/rent bill, and that of your new accommodation on the Isle of Man, up to a maximum of £250 per month; this will be calculated by comparing the two rent agreements/mortgage bills. More details of this scheme can be found in on the next page.

You can start completing this form once you have arranged your new accommodation. Once completed, submit to your line manager for their authorisation. It should then be sent to payroll with the two relevant documents showing previous and current monthly payment; the costs will then be reimbursed along with your salary. Claims may only be made in the first 24 months of employment.

Accommodation details

IoM address

Type of occupancy *Rented* *Owned*

Monthly rent/mortgage payment (excluding rates, bills etc.) £

Date of occupation of IoM property

Declaration

I declare that the information provided on this form and in the attached documents is true and accurate, and that no spouse or partner of mine is pending receipt of, or has already received, expenses from the Isle of Man Government. I understand that if any of the details change which may affect the amount of assistance being paid (or change of address), I must inform my line manager within five working days and that failure to do so may result in the assistance being withdrawn and any overpayment being fully recovered. I have read and agree to the housing assistance policy terms and conditions.

Name

Job title

Start date

Signed Date

Line manager authorisation and declaration

I declare that I have seen both relevant accommodation documents and confirm that the details are as follows. I have calculated the appropriate housing assistance (IOM minus previous accommodation cost).

IoM accommodation cost £ Previous accommodation cost £

Housing assistance total (max. £250) £ Date to commence

Months assistance authorised (max. 24)

Name

Job title

Signed Date

Housing assistance policy – terms and conditions

Manx Care offers financial assistance to staff relocating to the Isle of Man where they find their accommodation costs to be higher for a similar standard of property than those paid prior to their move. Applications for Housing Assistance will only be considered if Removal Expenses have been paid and the contract is for two years or longer. Employees may not claim Housing Assistance if their spouse or partner is pending receipt of or has already received expenses from another Government Department. Authorisation for this must be included on Form 1 "Removal Expenses, Housing Assistance and Recruitment Incentive Authorisation".

1. Eligibility for Housing Assistance

Housing Assistance will be granted where the employee provides evidence of the differential between either monthly mortgage payments or monthly rental costs. The amount payable will be the differential, to a maximum of £250 per month. Acceptable evidence will be in the form of Bank/Building Society confirmation of mortgage payments (both properties) or Rental/Tenancy Agreements or rent books in which the employee is named. Housing Assistance will not be granted without the submission of the required documentation. Housing Assistance will only be paid when a valid rental agreement or mortgage has been authorised by the relevant line manager. If a rental agreement is for six months, Housing Assistance will only be paid for this timescale. Any further application for a consecutive rental period must be made in the same way, within the maximum period of 24 months from commencement of employment.

2. Timescale

Staff eligible to receive Housing Assistance may apply on commencement of employment. There is a maximum entitlement to housing assistance of 24 months from commencement of employment, reduced pro-rata from the time of application. Claims for housing assistance must be for consecutive periods, there is no facility to break and then recommence or re-apply for assistance.

3. Provisions

Employees must not sub-let their accommodation whilst in receipt of Housing Assistance. If an employee is in shared accommodation, the amount of Housing Assistance payable to them will be the difference between their accommodation costs prior to relocating and their share of the rental for the Isle of Man property. This will not exceed £250 per month. Any change of address and/or change to housing costs must be advised to their Line Manager.

4. Treatment of Housing Assistance Payments

Any payments made for housing assistance will be made on a monthly basis alongside monthly salary payments for a maximum of two years from commencement of employment. Employees will be required to declare the full amount of any Housing Assistance received as a "benefit in kind" on their Income Tax Assessment forms each year. To assist with this procedure, T9 forms listing "Benefit in Kind" are completed and issued to employees by the Payroll Department at the end of the financial year.

5. Records of Housing Assistance Payments

Payroll will keep a full record of all Housing Assistance payments made, including details relating to the initial and any subsequent assessments, in line with Financial Regulations.

6. Review

An employee who is receiving financial assistance in the form of Housing Assistance will be required to sign a declaration confirming the actual costs involved and agreeing to notify Manx Care of any changes in circumstances. Failure to provide timely notification of changes may lead to the withdrawal of assistance.

7. Falsification of claims

Claims for Housing Assistance made with the intention of defrauding Manx Care involving public monies will be investigated and pursued in compliance with the Isle of Man Government Financial Regulation, issued by the Treasury.