



NATIONAL HOUSING TRUST

CHECKLIST OF DOCUMENTS REQUESTED FOR REFUND UNDER SECTION 22 OF THE NATIONAL HOUSING TRUST ACT 1979 FOR AGENTS OF THE DECEASED

If no Will exist and the refund amount is below \$50,000.00

- ❑ Application by Claimant (to be completed online)
- ❑ Completed Declaration by Claimant
- ❑ Completed Form of Particulars
- ❑ Consent of Child/Children over the age of Eighteen (18)
- ❑ Consent of siblings over the age of Eighteen (18), where applicable
- ❑ Consent of other Relatives (where applicable)
- ❑ Consent of other Persons (where applicable)
- ❑ Certified copy (ies) of Birth Certificate(s) of child/children or other relative(s) as proof relationship to the Deceased
- ❑ Certified copy of Marriage Certificate (where claimant is wife/husband of deceased)
- ❑ Statutory Declaration form(s) where Birth Certificate(s) or Passport(s) does not show proof of relationship to the deceased
- ❑ Declaration of identity form(s) where claimant's/ children or deceased's name is spelt in different ways, if necessary
- ❑ Claimant's proof of identity (i.e. passport, driver's licence or national I.D.) & TRN
- ❑ Receipt of funeral expenses (originals only)
- ❑ Certified copy Death Certificate or Physician's Statement and Burial Certificate (original or Certified copy)
- ❑ NHT certification of contributions of original or Employer's identification of contributions and gross salary. Such verification is to state employer's and deceased 's NIS number
- ❑ National Insurance Scheme (NIS) for the deceased

- **Proof of relationship between decease and claimant**
- **Acceptance letter re \$50,000 (see template)**

If a Probated Will exist or a Letters of Administration:

- The original of the Probated Will or the Letters of Administration
- Consent by Executors in the form of a Letter and Valid Id
- Verification of Income Letter listing NHT Contributions made by the deceased
- Claimant's proof of identity (i.e passport, driver's licence or national ID) and TRN
- National Insurance Scheme (NIS) for the deceased