

## NATIONAL HOUSING TRUST

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

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

1. Application by Claimant (to be completed online)
2. NIS CARD, TRN CARD, BIRTH CERTIFICATE and GOVERNMENT ISSUED PHOTO ID for the DECEASED
3. Completed Declaration by Claimant
4. Completed Form of Particulars by Claimant
5. Consent of Wife/Husband, Parents and Child/Children over the age of Eighteen (18) years
6. Consent of siblings over the age of Eighteen (where applicable); Consent of other Relatives (where applicable); Consent of other Persons (where applicable).
7. Copy of Birth Certificate(s) of child/children or other relative(s) as proof of relationship to the Deceased
8. Copy of Marriage Certificate (where claimant is wife/husband of deceased)
9. Evidence of Common Law Relation (where applicable); certified by a Justice of the Peace
10. Statutory Declaration where the Birth Certificate(s) does not show proof of relationship to the deceased
11. Declaration of Identity form(s) where the deceased's, the claimant's, the parent's, the children's or eligible beneficiaries' names are spelt in different ways (if applicable)
12. Claimant's proof of identity (Government issued photo identification i.e. passport, driver's license or national I.D.) and TRN
13. Copy of Receipt evidencing payment of funeral expenses (original to be submitted and verified with **ORIGINAL SEEN** stamp)
14. Certified copy Death Certificate or Physician's Statement OR Burial Certificate (original or Certified copy)
15. Acceptance letter re \$50,000 (see template)
16. Death Certificate for spouse/children/parent of the deceased who, under the Intestate's Estates and Property Charges Act, might have been eligible to make a claim but did not survive the deceased (where applicable).

#### If a Grant of Probate or Letters of Administration exist:

1. Application by Claimant (to be completed online)
2. The original of the Grant of Probate or the Letters of Administration
3. Consent of the Executors in the form of a Letter together with valid Government issued photo identification
4. Claimant's proof of identity (i.e. passport, driver's license or national ID) and TRN
5. NIS CARD for the deceased