



# Human Resources Factsheet

## UMOJA USERS

### Rental subsidies and deductions - Europe & North America

### For Staff



Who

UN Secretariat staff members in the Professional and above and Field Service categories may receive a rental subsidy that is calculated depending on the duty station where they serve and their personal circumstances. Internationally recruited General Service staff members serving in a country other than the country of their nationality may apply if they do not have permanent residency status in that country and are not receiving the non-resident allowance.

Rental subsidy applies when you are authorized by the Organization to travel on appointment or assignment that involves relocation from beyond commuting distance of the current duty station. In Europe and North America duty stations, depending on the length of your previous continuous residence at the duty station preceding your appointment, you may receive the subsidy even though the Organization was not responsible for your initial travel to the duty station.

**>Open Rental Subsidy Factsheet (general)**



What

Rental subsidy is provided to eligible staff by the Organization to facilitate settlement or relocation to a new duty station and to encourage mobility within the UN common system. The rental subsidy calculation in duty stations in Europe and North America is based on a formula applied over a seven-year period with a sliding scale, and the subsidy gradually diminishes starting in the fifth year. Note that at the end of the seventh year in normal circumstances, the subsidy will stop.

There is a separate provision for force majeure, which arises when a staff member's housing accommodation is interrupted at any time while in the same duty station due to circumstances he/she cannot control, i.e., where you are forced to move, such as demolition of the building or another cause of eviction. The force majeure scale diminishes as of the third year and stops at the end of the fifth year. A summary of the reimbursement rate for a regular seven-year period and for a force majeure situation is shown below:

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Reimbursement rates	1st year	2nd year	3rd year	4th year	5th year	6th year	7th year
Newcomers	80%	80%	80%	80%	60%	40%	20%
Force majeure	80%	80%	60%	40%	20%		

The reimbursement rate is applied to the difference between the applicable rental amount or the maximum rent level in the duty station and your individual threshold (the minimum amount a staff member is obliged to pay before the subsidy applies.)

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#### KEY REFERENCES

- [ST/AI/2013/2/ - Rental subsidy and deductions](#)

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For internationally recruited General Service staff members who are eligible for the subsidy, the reimbursement may not exceed \$200 per month for staff members without a dependant recognized spouse or child and \$250 per month for staff members with such a dependant.  
> **Open the Benefits At Your Duty Station calculator to see the rental subsidy applicable to your profile**



Why

Rental housing costs vary considerably across duty stations. Rental subsidy helps staff members who change duty stations to be able to afford reasonable standard accommodations regardless of where they serve.



When

At duty stations in Europe and North America, rental subsidy is provided during the first seven years after your arrival at the duty station.

- If you are a newcomer, the seven-year period is counted from the first day following the end of the payment of the DSA of the assignment grant.
- If you have been living at the duty station preceding your appointment and the Organization did not pay for your travel, the seven-year period starts from your initial arrival date at the duty station.
- If you are returning to the same duty station after a period of time, the seven-year timeframe starts again only if you have spent six months or more outside the duty station and if the return to the duty station required a change of residence.

In cases of 'force majeure, as shown above, the limit on payment of the rental subsidy is five years from the time when the force majeure arises.

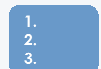
**Important:** certain changes in your situation will affect rental subsidy. You are required to provide truthful and timely information in your annual declaration. You are also expected to report any change in family situation including marital status, residence, newborn child, rental sharing arrangements, or any grant, assistance, or change in rent promptly.

Any misrepresentation of your situation, or failing to report relevant changes, could result in administrative action.



Where

If Umoja has been deployed at your duty station (otherwise refer to your local HR Office), you will need to manage your rental subsidy application, changes, and annual declaration online by logging into the Employee Self Service portal in Umoja.



How\*

\*To be confirmed against the deployment of Umoja

Before logging into ESS, you will need to prepare the following documentation:

- a) Original executed lease agreement signed by all parties;
- b) Proof of payment of first month's rent (cancelled cheque, bank transfer, bank cheques, etc.);
- c) Electricity bill and proof of payment (if applicable);
- d) Contact information for landlord; and
- e) If you used the services of a licensed real estate broker and paid a fee, proof of payment (cancelled cheque, receipt on the agent's letterhead, etc.) and a copy of the agent's real estate license or the agent's business card if it includes his/her license

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number.

- f) For a sublet, original consent of the landlord or legal entity.

**Important:** you must retain all **original** documents for **five years** from the date the claim was originally submitted.

1) For a new rental subsidy application or a revised application when there is a change in the rent, dwelling or family situation, you should submit a new application once you sign the lease and have prepared the supporting documentation (see above). You must submit a revised application for a change in rent, dwelling, or family situation no later than 30 days after the change has occurred.

- 1) Log in to ESS
- 2) Select Entitlements
- 3) Click on 'Check Entitlements Eligibility'
- 4) Select Rental Subsidy – Apply online
- 5) Then follow the on-screen steps to complete your request.

2) Annual Declaration when there is no change and your lease is still valid, certify the information on file to receive continued payment of the subsidy.

- 1) Log in to ESS
- 2) Select Life and Work Events
- 3) Select Work Events
- 4) Select Annual Declaration, then Rental Subsidy
- 5) Then follow the on-screen steps to complete your request.

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