



Human Resources Factsheet

UMOJA USERS

Rental subsidies and deductions (general introduction)

For Staff



Who

UN Secretariat staff members in the Professional and above and Field Service categories, and internationally recruited General Service staff members) may receive a subsidy to help defray rental costs depending on your duty station and your personal circumstances. 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.

Internationally recruited General Service staff members serving in a country other than the country of their nationality may apply for rental subsidy if they do not have permanent residency status in that country and are not receiving the non-resident allowance.



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 will cover a portion of your rent and, if applicable, a portion of a one-time broker's fee. Staff members will always be responsible for at least 60 per cent of their net rent.

The rental subsidy amount is based on the following factors: your duty station and the highest reasonable rent level you should pay in that location (maximum rent level), the actual amount of rent you pay (lease), your family composition and your income (grade level and step).

Your rent must be higher than your individual threshold in order to receive this subsidy. The individual threshold amount is calculated by applying to your income - consisting, of your net base salary, including special post allowance, if any, and post adjustment- the threshold amount. Threshold percentage rates are established for each duty station by the International Civil Service Commission (ICSC). As an example, effective 1 April 2011, the threshold percentage figures for New York are as follows:

	<i>Threshold</i>
Staff paid at the single rate	31
Staff paid at the dependency rate	28

This means that if you are paid at the single rate in New York, your individual threshold is 31% of your net salary (including special post allowance) and post adjustment. You will be expected to pay up to that amount out of pocket and the calculation of the rental subsidy will be made on the amount in excess of that threshold.

LINKS



FAQs



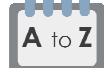
HR Handbook



Work Life Events



Help



Glossary

KEY REFERENCES

- [Staff Rule 3.7](#)
- [Staff Rule 4.5](#)
- [ST/AI/2013/2 – Rental Subsidies and Deductions](#)
- [ST/IC/2013/25 – Rental Subsidies and Deductions](#)

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> Open the Benefits At Your Duty Station calculator to see the rental subsidy applicable to your profile

There are additional provisions and specific requirements that apply to duty stations in Europe and North America:

> Open the Europe & America scheme details



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 accommodation regardless of where they serve.



When

You can submit a request for rental subsidy when you are subject to relocation involving a change in duty stations. Generally, it is payable from the day after the Daily Subsistence Allowance (DSA) portion of the Assignment Grant has ceased, or from the first day of your lease agreement, whichever date is later. In duty stations outside Europe and North America, the subsidy will cover the duration of your appointment provided you meet the eligibility requirements applicable at your duty station.

Important: certain changes in your situation will affect rental subsidy. You are required to report any change in family situation including marital status, residence, newborn child, rental sharing arrangements, or any grant, assistance, or changes in rent promptly whenever such changes arise during any given year. Should no changes occur, you are still required to provide truthful and timely information in your annual declaration.

All applications submitted for rental subsidy must be self-certified (see 'How' below) and comply with the specified criteria. Consequently, the Organization will monitor and audit rental subsidy applications at random to ensure compliance. It is important to note that misrepresenting 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), your rental subsidy application, changes to your status, and annual declaration can be managed online by logging into the Employee Self Service (ESS) portal in Umoja.



How*

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

- a. Original executed lease agreement signed by all relevant 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 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.

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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 when you sign your lease and have all the required documentation (see above). You must submit a revised application no later than 30 days after the change has occurred. You can process this as follows:

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

Note: Applications for rental subsidy require self-certification. This is an important step in the process where you are responsible for confirming the completeness and accuracy of the information you have provided. You are also required to acknowledge your understanding of the requirements and obligations related to your application and receipt of subsidy, as applicable. The self-certification mechanism is designed so that the primary responsibility for certification rests with you and not the Organization.

2) Regarding an Annual Declaration, when there is no change and your lease remains valid, you have to confirm this status in Umoja to continue receiving 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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