# How to apply for Government Employee Housing (GEH)

# New online forms are now live

## What has changed and where to access

The Northern Territory Government Employee Housing Office (NTGEHO) have updated the online forms for **GEH Allocation Request** and **Tenant Information**. Both of these forms are available from the GEH NTG Central page by clicking on the <u>How to apply</u> page.

The NTGEHO will no longer be accepting a Microsoft Word or PDF versions of the forms. To access the forms, always visit the <u>GEH NTG Central page</u> so that you are completing the latest version of the forms.

# **GEH Allocation Request Online Form**

Northern Territory Government agencies must complete the online **GEH Allocation Request** form. Please complete all mandatory fields accurately and include all relevant attachments, or evidence to support your request, including financial delegate approval for the GEH Allocation Request.

Upon completion of the form, you will receive a Request Number. Do not lose this number, the Request Number is required to complete the **Tenant Information** form or to seek an update on the request.

#### Tenant Information Online Form

The online **Tenant Information** form should be completed as soon as the name of the employee who will occupy the GEH dwelling is known, including any other household members. To complete the form, the Request Number from the **GEH Allocation Request** form must be entered.

The **Tenant Information** form can be completed by the employee who will occupy the GEH dwelling, if they have access to <u>NTG Central</u>, or someone else on their behalf. Please complete all mandatory fields accurately and include all relevant documents, or supporting documents such as birth certificates, when completing the form.

Wherever possible, the NTGEHO recommends the **Tenant Information** online form is completed a minimum of 14 days' before the employee is due to occupy the GEH dwelling. This allows time for the NTGEHO to seek delegate approval, contact the employee and arrange for a direct tenancy agreement to be prepared and signed by the employee.

### **Further Information**

If you require further information, please contact the NTGEHO Central Management Team at <a href="mailto:TFHC.GovernmentEmployeeHousing@nt.gov.au">TFHC.GovernmentEmployeeHousing@nt.gov.au</a>.



