

SAVINGRAM

FROM: Director
Department of

_____ **for** Director

Ministry of.....

Telephone:

Fax:

TO: Director
Department of Housing

Reference No: DH/HS/...../...../.....

RE: OCCUPATION OF POOL HOUSE/FLAT NO.....IN GABORONE

BY MR/MS/DR.....

The above matter refers.

This serves to inform you that I,....., acting in my capacity as
....., do hereby undertake that,

- (i) I am aware that the above mentioned officer was allocated the above stated pool house/flat.
- (ii) The officer has not been transferred from this duty station and that it shall be our responsibility to inform the Director of Housing whenever the officer transfers or leaves the public service.
- (iii) The officer has declared to me that he/she is not subletting the house/flat
- (iv) The officer has declared to me that they nor their spouse do not own residential property within the Gaborone Planning Area (**ie Tlokweng, Gaborone, Mogoditshane**) neither do they occupy an institutional house (other than this one) or are direct tenants of BHC.
- (v) **RENT**
 - ❖ The officer's contract states that he/she is rent free
 - ❖ The officer's contract states that he/she pays subsidised rent or assessed rent
 - ❖ My Department issued a casualty return for rent deduction from the officer's salary upon allocation / beginning of current contract and rent is deducted monthly / not deducted from his/her salary. **(Delete the one not applicable)**

Thank You.