

# Government Employee Housing (GEH) Online Forms – Cheat Sheet

## How to apply for GEH

To request an allocation, transfer or retention of a GEH property, you must follow the steps below:

1. Fill in the GEH allocation request form. If you are submitting a request for an existing position in the community and requesting to retain a GEH allocation, please put the GEH address in the RTF field.
2. Get approval from your agency financial delegation. Once approved, your request will be submitted to the NTGEHO and you will be provided a reference number, you will need this for step 3.
3. Fill in the tenant information form. You can only complete this after you receive a reference number from the GEH allocation request form.

The following table provides an overview of what each online form triggers and benefits of each form.

Online Form	Triggers	Benefits
GEH allocation request form	<ul style="list-style-type: none"> <li>• Approval from your agency’s financial delegate so the NTGEHO can bill your agency for each GEH allocation.</li> <li>• NTGEHO to check if there is an available dwelling, or if you’d like to retain a dwelling, organise an ingoing Property Condition Report (PCR).</li> <li>• If a dwelling is available, the NTGEHO seeks approval from the CEO (Housing) to allocate or retain a GEH dwelling through the GEH Allocations Committee (GAC) which meets weekly.</li> <li>• If a dwelling is not available, the NTGEHO adds the request to the GEH waitlist for consideration when a dwelling becomes available.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial delegate approval is required from a <i>Financial Management Act 1995</i> (NT) and auditing perspective.</li> <li>• GEH allocation request form is an online form so everything is tracked, not lost.</li> <li>• It creates a request ID which is used to match with the tenant information form and used in the Tenancy Management System (TMS).</li> <li>• You do not need any tenant information to start this process, but you do need a position number.</li> <li>• The GEH waitlist informs the GEH Capital Works Program to determine where new dwellings should be built.</li> </ul>
Tenant information form	<ul style="list-style-type: none"> <li>• NTGEHO to prepare a Direct Tenancy Agreement and PCR, go through the sign-up process with the tenant, including handover of keys and go through the Tenant Welcome Pack.</li> </ul>	<ul style="list-style-type: none"> <li>• Delegate approval is required to ensure compliance with eligibility and terms and conditions of GEH set by the Commissioner for Public Employment and CEO (Housing).</li> </ul>