**RENTAL ADVANCE REQUEST FORM FOR UNDP ADMINISTERED INTERNATIONAL STAFF MEMBERS**

A. RENTAL ADVANCE REQUEST FORM

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| **Name:** [first name] [last name] | **Index number:** [index number] | **Duty station1:** [duty station] |

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| **1. Request type2:** | | **a) New3** | | | **b) Renewal3** | | |
| *Please note any previous rental advances must recovered in full before any further rental advances can be issued.* | | | | | | | |
| **2. Amount requested4:** |  | | | 3. **Currency of advance request:** | |  | |
| **3. Number of months for which rent is to be prepaid as stipulated in the lease agreement:** | | | | | | |  |
| **4. Rental period:** | | **From:** Click here to enter a date. **To:** Click here to enter a date. | | | | | |
| **Lease agreement enclosed:** | |  | | | | | |
| **5. Contract expiration date:** | | Click here to enter a date. **COB** | | | | | |
| **6. Present monthly Net Pay:** | |  | | | | | |
| **7. Requested recovery schedule:** | |  | | | | | |
| *Note: recoveries will be made through consecutive monthly payroll deductions from the staff member’s salary over the period for which rent is advanced and may not exceed this period or the duration of the staff member’s current assignment whichever is less.* | | | | | | | |
| **8. Recovery amount per month:** | | |  | | | | |

***Please refer to notes on next page***

B. WRITTEN UNDERTAKING

In accordance with the provisions of Staff Rule 3.17 (c) I hereby authorize UNDP to deduct from my salary or from my final emoluments any monies that may be necessary to satisfy the payment in full of any rental advance due to the organization. Should the final entitlements be insufficient to repay all monies due to the organization, I understand that I am responsible for the remaining monies due and promise to repay them.

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| 🞬  Signature of Staff Member Date |

C. APPROVAL BY THE RR/HEAD OF OFFICE

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| 🞬  Name and Signature of RR/Head of Country Office Date |

D. ADMINISTRATIVE DETAILS FOR PAYMENT OF THE ADVANCE

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| --- | --- |
| **Finance Unit Contact:** | **Business Unit:** |
| **Voucher ID:** | **Vendor ID:** |

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| --- | --- |
|  | **Important Information on Rental Advances** |
| **1** | The Rental Advance may only be granted to internationally recruited staff members under Fixed Term, Continuing or Permanent Appointment serving in a Duty Station outside of Headquarters and Group I duty stations under the post adjustment system. |
| **2** | The Rental Advance may only be granted to staff members if the associated lease agreement stipulates a requirement where a minimum of three or more months’ rent must be paid in advance to secure accommodation. |
| **3** | The Rental Advance may only be granted to the staff member once any previous rental advances have been settled in full by the staff member. |
| **4** | The Rental Advance may only be granted to cover required advance rent payments as stipulated in the lease. A Rental Advance may not be granted to cover associated charges such as maintenance fees, security deposits, agents’ fees or any other costs such as electricity where these are paid separately from rent. |
| **5** | The completed and signed Rental Advance Application should be submitted to [gps.ipmu@undp.org](mailto:gps.ipmu@undp.org) by the Country Office Finance Unit together with a certified copy of the associated lease agreement and translation of same as applicable, as well as the Atlas Payment Voucher Details. |
| **6** | Recovery of the advance payment will be made through consecutive monthly payroll deductions from the staff member’s salary over the period for which rent is advanced and may not exceed this period or the duration of the staff member’s current assignment whichever is less. |