

HOUSING RENTAL POLICY
(Approved by Council on 29 May 2025)



2025/2026

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1. AIM

The Policy aims to provide guidelines for the utilization of Council's housing by employees of the Council.

2. DEFINITIONS

In this Policy, unless the context clearly indicates the contrary, the following words, phrases and expressions shall have the respective meanings assigned to each of them hereunder.

“Employee” means an employee of the Thembelihle Local Municipality who has been appointed as a permanent employee.

“Municipality” means the Thembelihle Local Municipality established in terms of section 155(6) of the constitution, 1996, and established by and under sections 11 and 12 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998)

“Municipal council” or **“council”** means the council of a municipality referred to in section 18 of the

Municipal Structures Act

"Property" means:-

- (a) Immovable property registered in the name of a person, including, in the case of a sectional title scheme, a sectional title unit registered in the name of a person;
- (b) A right registered against immovable property in the name of a person, excluding a mortgage bond registered against the property;
- (c) A land tenure right registered in the name of a person or granted to a person in terms of legislation; or
- (d) Public service infrastructure

“Rental” means any payment made periodically by a tenant to a landlord in return for the use of the property.

3. TYPE OF HOUSING

The Municipality reserves the right to provide the most economic dwelling for its employees.

4. GUIDELINES

4.1 Staff residing out of the boundaries of the municipality.

Staff residing outside of the boundaries of the municipality, as determined by the accounting officer, will receive priority in the allocation of vacant staff houses.

4.2 Breadwinners

Only an employee who is a bread winner will qualify for official housing / rental assistance. Employees categorized as breadwinners will be the following;

4.2.1 Single with / without dependents

4.2.2 Where a single female employee lives together with a companion, the necessary affidavit stating the status of the companion's housing / rental assistance received from his / her employer must be submitted and in which case the benefit of the official housing / rental assistance will cease to exist if in fact the companion receives housing / rental assistance and makes use of it.

4.2.3 Divorced with / without dependents.

4.2.4 Widow(er) with / without dependents

4.2.5 Married where the spouse has no or does not utilize housing / rental assistance from his / her employer in which the necessary documentation certifying that the spouse has no or does not utilize housing / rental assistance from his / her employer should be submitted and in which case the benefit of housing / rental assistance will cease to exist as and when the spouse utilizes housing / rental assistance from his / her employer.

4.2.6 Where the spouse is unemployed, in which case the necessary documentation certifying unemployment must be provided and in which case the benefit of official housing / rental assistance will cease to exist as and when the spouse takes up employment and utilizes housing / rental assistance from his / her employer.

No married couple may receive a double benefit, i.e. housing / rental assistance from both employers from either side.

4.3 Rental

Monthly rental of a municipal house occupied by any employee be set at **R3,500.00 for the Main house and R1,500.00 for the backroom** and he/ she will be liable for the payment of service charges. In a case where employees are sharing the same municipal house rental shall be split evenly. Employees occupying council houses will be required to enter into a rental agreement with the council.

4.4 General

4.4.1 Employees intending to move from one house to the other should not be considered unless there is a mutual agreement between the two employees wishing to exchange houses.

4.4.2 Each employee living in a council house should submit a list of dependents and that the dwelling may only be occupied by the employees' family.

4.4.3 No boarders may be allowed to live in the house.

4.4.4 An inspection shall be carried out by the technical section on vacation of the house and before the new employee moves in.

VERSION CONTROL

Version 1

Date

Summary: This document describes the Housing Rental Policy that will be applicable to Thembelihle Municipality starting 1 July 2023 and will be revised annually. For further information on the policy the Chief Financial officer can be contacted at 053 20 30 005/8

Approval

SIGNATURE ACCOUNTING OFFICER:.....

DATE:.....

SIGNATURE: (MAYOR).....

DATE:.....

COUNCIL RESOLUTION NUMBER:.....

DATE:.....