

LAND FOR THE LANDLESS PROGRAMME
APPLICANT GUIDE TO COMPLETING THE APPLICATION FORM

1. INTRODUCTION

The Land for the Landless Programme is a Government initiative implemented by the **Land Settlement Agency** to provide **subsidised, fully developed residential lots** to eligible citizens who do not own land and property in Trinidad and Tobago.

This guide is designed to assist applicants in **accurately completing the application form**, understanding the information required, and submitting the correct supporting documents to avoid delays or disqualification.

Applicants must ensure that all information submitted in the application form is correct, true, and accurate. Any false or misleading information may result in disqualification from the Programme.

2. WHO CAN APPLY

Applicants must meet the following criteria:

- **Be 18 years or older;**
- **Be a citizen of Trinidad and Tobago;**
- **Not be owner/part owner of property/land in Trinidad and Tobago;**
- **The combined monthly income of the applicant and co-applicant, where applicable, must not exceed \$30,000 per month** (excluding Senior Citizen's Pension and National Insurance Scheme (NIS) grants); and
- **Must not be the recipient of any Government or State housing subsidy.**

Important:

- *Applicants are not permitted to benefit from multiple State land or housing programmes. Accordingly, persons who are currently applicants under the Certificate of Comfort or Tenancy Agreement Programmes, or under housing programmes administered by the Trinidad and Tobago Housing Development Corporation, will be required to formally discontinue their interest in those programmes prior to further processing under the Land for the Landless Programme.*
- *Applications under the Land for the Landless Programme are strictly for the allocation of residential lots from selected approved sites and are not intended for the regularisation of persons occupying land they currently reside on. Applications for regularisation in respect of lands already occupied will not be considered under this Programme.*

3. HOW TO COMPLETE THE APPLICATION FORM

Applicants must select the Category under which the application is being submitted from the following options:

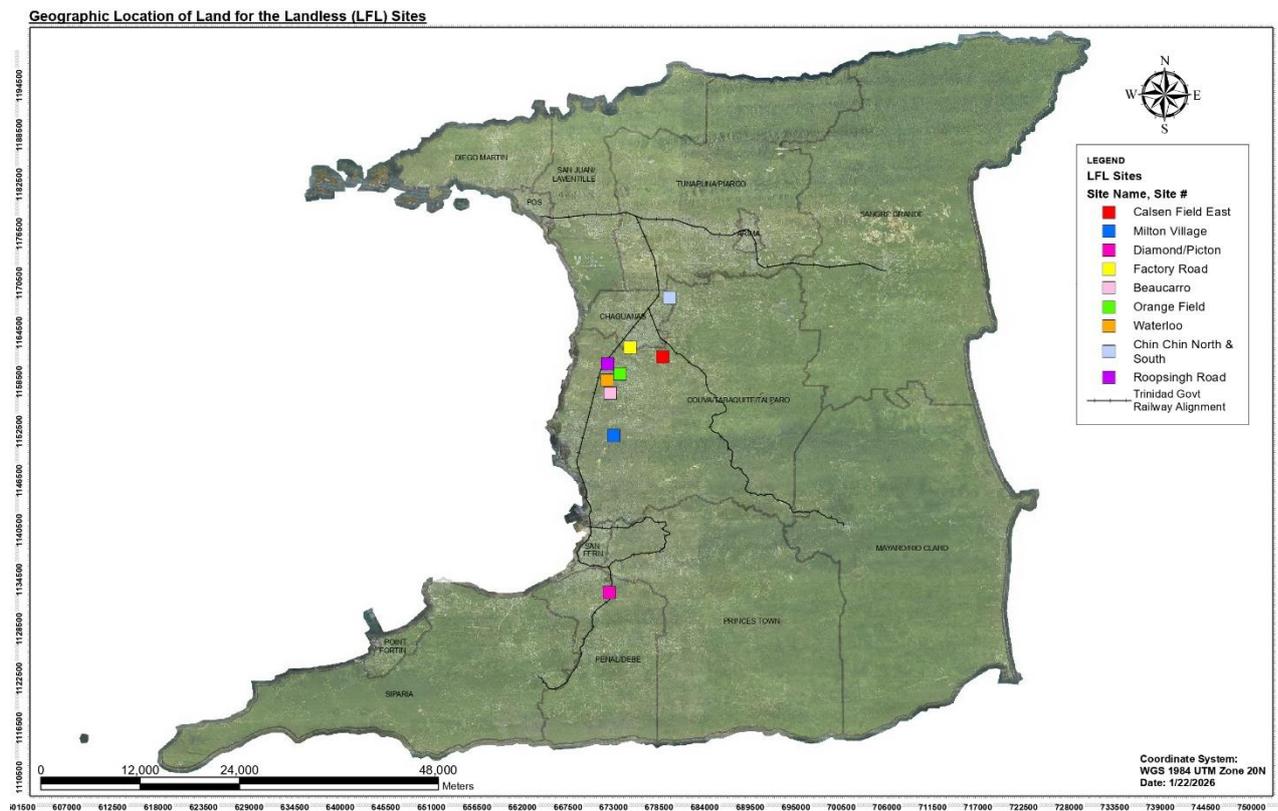
- **Category 1: Landless Citizens of Trinidad and Tobago**
This is a general category under which any landless citizen of Trinidad and Tobago who meets the eligibility criteria of the Programme may apply.
- **Category 2: Employees of the State (landless)**
Specifically, this category will apply to members of the protective services, public officers / civil servants, employees of Statutory Authorities and State Enterprises, contracted Government employees and members of the teaching service; many of whom face challenges in securing affordable housing. **To qualify under this category, at least one applicant must be an employee of the State, for a minimum of five (5) years at the time of application.** All applicants under this category will be required to submit supporting documentation issued by the relevant Government authority as proof of eligibility.
- **Category 3: Recent Graduates of Accredited Tertiary Institutions (Local, Regional or International) (landless)**
This Category applies to recent graduates of local, regional or international accredited tertiary institutions, defined as **individuals who have successfully completed their programme of study within five (5) years of the date of application.** To qualify under this category, applicants will be required to provide certified proof of graduation from an accredited tertiary institution, whether local, regional or international.

Preferred Location

Applicants will be allowed to select a **first and second preference** from the list of available sites listed on the application form.

The sites available for selection is illustrated in *Figure 1*.

Figure 1: Sites Available under Phase 1 of the LFLP



Important:

- Preferences are **not guaranteed**.
- Allocation is based on a number of criteria including, but not limited to, **financial capacity to purchase lots, and availability of lots**.
- The applicant may be assigned to an alternative site if your preferred site is oversubscribed or does not align with your financial assessments.

Mandatory Fields

All fields marked with an asterisk (*) are mandatory and must be completed before the application can be submitted. **Applications with missing mandatory information will not be accepted.**

Applicant Information (Each applicant will be required to fill the following mandatory fields)

Mandatory fields:

- Full legal name (as per ID)
- Date of Birth
- National ID number
- Birth Certificate PIN

- Primary Contact Number
- Email Address
- Current address

⚠ *Ensure this information matches your supporting documents.*

Mandatory Supporting Documents

All applicants must upload or submit clear copies of the following:

Identity & Status

- National ID (front and back)
- Birth Certificate

Income Verification

- Recent pay slips (last 3 months)
- Job letter or Declaration of Income for self-employed applicants

Applicable to Category 2 Applicants only:

- Applicants must provide proof of employment by the State for a minimum of five (5) years at the time of application. Where this period includes service across multiple State entities, supporting evidence from each entity is required.

Applicable to Category 3 Applicants only:

- Applicants must provide proof of completion of a programme of study from an accredited local, regional, or international tertiary institution within five (5) years of the date of application.

⚠ *Documents may be uploaded in either PDF, JPG or JPEG formats.*

⚠ *Front and back of documents must be uploaded if necessary.*

Employment and Income Details

Both the Applicant and Co-Applicant are required to provide employment and income details, including:

- Sector of Employment (please provide additional details where required)
- Income Details: Each applicant must state their gross monthly income. Gross monthly income refers to the total amount of income earned by the applicant before any deductions, including salaries, wages, overtime, allowances, and any

other regular sources of income (excluding Senior Citizen's Pension and National Insurance Scheme (NIS) grants).

- **Total Gross Monthly Income Range:** Applicants must indicate the range within which their combined gross monthly income falls, being the **total gross monthly income of both the Applicant and Co-Applicant combined.**

Financing for the Purchase of the Residential Lot

Applicants are required to indicate their intended source of financing for the purchase of the residential lot, whether through a mortgage institution or personal financing.

Eligible applicants will be required, at a later stage, to submit a financial assessment from a reputable financial institution.

Property Information

The **applicants** are required to indicate whether **owner/part owner of property/land in Trinidad and Tobago** at the time of allocation of the residential lot.

Title Searches will be undertaken to ensure that the information provided is accurate.

Household Information

The Primary Applicant is required to select the household size from the range provided. This count must include the Primary Applicant.

Additionally, birth certificates for all household members are to be uploaded as part of the application.

Dependents

The Primary Applicant is required to select the range of dependents within the household. This refers to persons within a household aged 0-14 years or 65+ years.

Differently-Abled or Special Needs

In the event that a member of the household may be differently-abled, the applicant will be required to elaborate on the nature of special needs from the following:

- Aural

Deafness or hearing handicaps that might make an individual insecure because he is unable to communicate or hear warning signals.

- Visual

Total blindness or impairment affecting sight so that the individual is insecure or exposed to blindness.

- Severe Non-Ambulatory

Impairments that for all practical purposes, prevent individuals from moving or confine individuals to wheelchairs.

- Mental or Cognitive

Conditions that significantly affect mental health, intellectual functioning, or cognitive abilities, resulting in challenges with daily living, communication, decision-making, or independent functioning. Examples may include severe mental illness, developmental disorders, or cognitive impairments.

- Mid/Moderate/Semi-Ambulant

Impairments that cause individuals to walk with difficulty or insecurity and with the assistance of mechanical aids such as prosthetic devices, metal braces, artificial limbs, canes, walkers, crutches etc.

- Mild Ambulant

Relatively Independent. Some disabilities such as walking with cane, braces or other orthopedic devices.

Where available, **applicants should upload documentation to support the claim that a household member is differently-abled.** Such documentation may include, but is not limited to, a report from a qualified medical practitioner.

Current Housing Conditions

Applicants should upload photographs illustrating the current housing conditions, including clear photographs of the front and side walls. Photographs showing evidence of damage, such as water damage or structural damage, may also be submitted.

Where photographs are not submitted at the time of application, they will be required prior to any further processing.

Tenure Status

Applicants must select their current tenure status from the following options:

- Squatting (State)
Occupying land owned by the State without a lease, licence, or other legal authorisation.
- Squatting (Private)
Occupying land owned by a private individual or entity without the owner's permission or without a formal legal agreement.
- Rental Arrangement
Occupying land or a dwelling under an agreement to pay rent to a landlord, including annual, month-to-month or other arrangements.
- Informal Arrangement
Occupying land or a dwelling with the permission of the owner or primary occupant, but without a written lease, tenancy agreement, or legal interest in the property (e.g. living with family or friends).

NOTE

Before completing the application form, applicants should note that:

- Meeting the eligibility requirements **does not guarantee allocation**.
- Printed / physical applications **will not be accepted**.
- Incomplete applications **will not be processed**.
- The applicant can submit **one application only** (attempts to submit multiple applications will be rejected).
- False or misleading information may result in **disqualification**.
- The applicant will be required to submit additional documents during verification of application information.

4. DEFINITIONS (KEY TERMS USED IN THE APPLICATION FORM)

Term	Meaning
Dependents	All persons within a household aged 0-14 years and/or 65+ years.
Gross Monthly Income	The total amount of income earned by the applicant(s) before any deductions, including salaries, wages, overtime, allowances, and any other regular sources of income. (excluding Senior Citizen's Pension and National Insurance Scheme (NIS) grants)
Household	A single economic and social unit comprising persons, related or unrelated, who reside together and share resources for food, shelter, and other necessities of daily life. For the purposes of this form, a household includes the applicant, spouse or partner, children, dependents, and any other individuals who contribute to or rely upon the shared resources of that unit. Importantly, a household does not necessarily include all persons residing in a house or dwelling unit, as a single dwelling may contain multiple distinct households, each functioning as a separate economic unit.
Primary Applicant	The individual submitting the application for a residential lot who is assessed in accordance with the standard eligibility criteria.
Co-Applicant	The individual listed on the application whose income is combined with that of the Primary Applicant for the purpose of assessing eligibility. The Co-Applicant is also assessed in accordance with the eligibility criteria but must not submit a separate application.
Recent Graduate	A graduate of an accredited local, regional, or international tertiary institution who has successfully completed their programme of study within five (5) years of the date of application.
State Employee	Members of the protective services, public officers / civil servants, employees of Statutory Authorities and State Enterprises, contracted Government employees and members of the teaching service who have been employed by the State for a minimum of five (5) years at the time of application.
State Housing Subsidy	Financial assistance provided by the State to help low and middle-income citizens access affordable and secure housing solutions. This includes, but is not limited to, assistance provided under the Trinidad and Tobago Housing Development Corporation (HDC) housing programme, Housing and Village Improvement Programme (HVIP), Government-Aided Self-Help Housing Programme (GASHHP), Land for the Landless Programme and Residential Lots Policy (LFLRLP), Vacant Lot Programme, and any other housing initiative administered or funded by the State.

5. COMMON MISTAKES TO AVOID

- ✘ Leaving mandatory fields blank
- ✘ Uploading unclear or expired documents
- ✘ Selecting the wrong applicant category
- ✘ Inconsistent income information
- ✘ Attempting to submit multiple applications
- ✘ Unreliable internet access while attempting to submit application

6. APPLICATION ASSISTANCE

Regional Application Assistance Hubs will be established at convenient locations in Trinidad to provide support to applicants in completing and submitting their applications. Members of the public are advised to continue monitoring the Land Settlement Agency's website and social media platforms for updates on the locations and operating hours of these hubs.

Important: The Land Settlement Agency's Head Office and Sub-Offices will not function as Application Assistance Hubs, and applications cannot be submitted at these offices.

7. WHAT HAPPENS IF MY APPLICATION IS SUCCESSFUL

The Land Settlement Agency will contact you to continue the processing of your application. As processing is time-sensitive, applicants are advised to regularly monitor their email and telephone for communication from the Agency.

8. WHAT HAPPENS IF MY APPLICATION IS UNSUCCESSFUL

The Land Settlement Agency will contact you to inform you that your application is not successful.