



**REFERRAL FORM FOR HOUSING GUIDANCE (DIVORCE CASES)**

\_\_\_\_\_ **BRANCH**

**Nature of Suit** :  Divorce  
 Annulment of Marriage  
 Judicial Separation  
 [Divorce Number: D\_\_\_\_\_ / 2014]

**HDB Flat Address** : Block \_\_\_\_\_ # \_\_\_\_\_  
 Street \_\_\_\_\_  
 Postal Code \_\_\_\_\_

**Particulars of Plaintiff / Defendant\***  
 (\* to delete accordingly)

Name	
NRIC /UIN	
Contact No.	
Email	

**ALL THE FOLLOWING DOCUMENTS ARE TO BE SUBMITTED TO HDB:**

**Income Document**

***For Salaried Employees:***

- Pay slips (past 3 months)

***For Variable/Commission-based Employees:***

- Latest 12 months' CPF Contribution History Statement
- Latest Income Tax Notice of Assessment

***For Self-Employed:***

- Latest Income Tax Notice of Assessment
- Certificate of business registration from Accounting and Corporate Regulatory Authority (ACRA)

***For Unemployed Person:***

- Statutory Declaration on unemployment required for unemployed persons of age between 18 – 62 years old [can be executed at HDB Branch]

**Other Supporting Documents**

- Latest CPF statement on Ordinary Account
- Public Housing Withdrawal CPF statement
- Statements on the bank's savings account (past 12 months)
- Outstanding bank loan statement (for cases where a bank loan was obtained to finance the purchase of the HDB flat)

**NOTE: SECTIONS A & B TO BE COMPLETED BY THE PARTY**

(Sections A and B contain household and financial information on the party's proposed new household, following finalization of divorce. The information will be used for HDB's preliminary assessment of the party's eligibility of the housing options in Section C.)

<b>(A) PARTICULARS OF NEW HOUSEHOLD (IF APPLICABLE)</b>				
<b>NAME OF PROPOSED *PURCHASER 1 / TRANSFEREE 1 / RENTAL TENANT 1:</b>				
NRIC/UIN	Date of Birth	Citizenship <input type="checkbox"/> Singaporean <input type="checkbox"/> Singapore PR	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated	<input type="checkbox"/> Divorced <input type="checkbox"/> Widowed Relationship to Proposed Applicant 1 SELF
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Occupation	Gross Monthly Income	Race <input type="checkbox"/> Chinese <input type="checkbox"/> Malay	<input type="checkbox"/> Indian <input type="checkbox"/> Others CPF A/C NO [FOR SPR ONLY]
<b>NAME OF PROPOSED *PURCHASER 2 / TRANSFEREE 2:</b>				
NRIC/UIN	Date of Birth	Citizenship <input type="checkbox"/> Singaporean <input type="checkbox"/> Singapore PR	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated	<input type="checkbox"/> Divorced <input type="checkbox"/> Widowed Relationship to Proposed Applicant 1
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Occupation	Gross Monthly Income	Race <input type="checkbox"/> Chinese <input type="checkbox"/> Malay	<input type="checkbox"/> Indian <input type="checkbox"/> Others CPF A/C NO [FOR SPR ONLY]
<b>NAME OF PROPOSED *PURCHASER 3 / TRANSFEREE 3:</b>				
NRIC/UIN	Date of Birth	Citizenship <input type="checkbox"/> Singaporean <input type="checkbox"/> Singapore PR	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated	<input type="checkbox"/> Divorced <input type="checkbox"/> Widowed Relationship to Proposed Applicant 1
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Occupation	Gross Monthly Income	Race <input type="checkbox"/> Chinese <input type="checkbox"/> Malay	<input type="checkbox"/> Indian <input type="checkbox"/> Others CPF A/C NO [FOR SPR ONLY]
<b>NAME OF PROPOSED *PURCHASER 4 / TRANSFEREE 4:</b>				
NRIC/UIN	Date of Birth	Citizenship <input type="checkbox"/> Singaporean <input type="checkbox"/> Singapore PR	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated	<input type="checkbox"/> Divorced <input type="checkbox"/> Widowed Relationship to Proposed Applicant 1
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Occupation	Gross Monthly Income	Race <input type="checkbox"/> Chinese <input type="checkbox"/> Malay	<input type="checkbox"/> Indian <input type="checkbox"/> Others CPF A/C NO [FOR SPR ONLY]

<b>(B) PARTICULARS OF ADDITIONAL OCCUPIER(S) WHO WILL BE RESIDING IN THE FLAT (IF APPLICABLE)</b>								
Name	NRIC/UIN	Relation-ship	Marital status	Date of birth	Age	Citizen-ship	Occupation	Gross Monthly Income
1								
2								
3								
4								

\* to delete accordingly

**NOTE: SECTION C TO BE COMPLETED BY HDB**

(Section C contains the available post-divorce housing options. HDB will provide a preliminary assessment of the party's eligibility of the post-divorce housing options, where applicable.)

<b>(C) The following possible housing options have been discussed:</b>				
<b>✓, if discussed</b>	<b>No.</b>	<b>Housing Options</b>	<b>Eligibility</b>	<b>Remarks</b>
<input type="checkbox"/>	(1)	Retain existing home ownership flat		
		• Eligible to retain flat?	Yes/No/NA	
		• Eligible to take an HDB loan? If so, what is the loan amount?	Yes/No/NA	
<input type="checkbox"/>	(2)	Eligible to sell existing flat?	Yes/No/NA	
<input type="checkbox"/>	(3)	Eligible to surrender flat?	Yes/No/NA	
<input type="checkbox"/>	(4)	Retain existing HDB rental flat		
		• Eligible to retain flat?	Yes/No/NA	
<input type="checkbox"/>	(5)	Purchase a flat directly from HDB		
		• Eligible to purchase?	Yes/No/NA	
		• Eligible to take an HDB loan? If so, what is the loan amount?	Yes/No/NA	
		• Eligible for Additional CPF Housing Grant?	Yes/No/NA	
		• Eligible for Special CPF Housing Grant?	Yes/No/NA	
<input type="checkbox"/>	(6)	Purchase a resale flat from open market		
		• Eligible to purchase?	Yes/No/NA	
		• Eligible to take an HDB loan? If so, what is the loan amount?	Yes/No/NA	
		• Eligible for CPF Housing Grant?	Yes/No/NA	
		• Eligible for Additional CPF Housing Grant?	Yes/No/NA	
<input type="checkbox"/>	(7)	Apply HDB rental flat		
		• Eligible to rent?	Yes/No/NA	

**NOTE: SECTION D TO BE COMPLETED BY HDB**

(D)	FINANCIAL COUNSELLING	REMARKS			
(1)	Mode of Counselling*	<input type="checkbox"/> At Branch / Service Centre	<input type="checkbox"/> No response	<input type="checkbox"/> Party informed that he/she does not need counselling	
(2)	Date of Counselling	dd/mm/ccyy			
(3)	Language used in Counselling	<input type="checkbox"/> English	<input type="checkbox"/> Chinese	<input type="checkbox"/> Malay	<input type="checkbox"/> Tamil
(4)	Additional Enquiry / Advice during Counselling				

**Acknowledged & Understood by**  
*(to be completed by Plaintiff/Defendant\*)*

:

**Name & NRIC / Date**

**Report Prepared by**  
*(to be completed by HDB)*

:

**Name & Designation (Branch) / Date**

\* to delete accordingly

**IMPORTANT NOTICE**

- (1) *The above is only a preliminary assessment based on the information provided by the parties and HDB's prevailing policies as at date of completion of report.*
- (2) *The preliminary assessment does not constitute an approval on the parties' eligibility to sell/buy/transfer/rent an HDB flat or an approval for an HDB loan. The parties' eligibility to sell/buy/transfer/rent an HDB flat will be assessed at the point of submission of application with the finalized and complete set of divorce documents.*