

# Application for Accommodations Guide

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## Overview

Thank you for choosing the services of the Property and Real Estate Services Division (PRES D). To submit an application for accommodation, please download, fill, print and submit the Application for Accommodation Form to the following address:

Property and Real Estate Services Division CIC Building, Level One,  
122-124 Frederick Street,  
Port of Spain

The section below contains a detailed guide for accessing, completing and submitting an Application for Accommodation Form. If you have any questions or difficulties, please contact the Property and Real Estate Services Division at (868) 627-4801 ext. 2543/2526.

## How to Access and Complete an Application for Accommodation Form:

The Application for Accommodation Form is an electronic form that must be completed using a computer. Users need to have [Adobe Reader](#) installed on their computer in order to view and fill this form. If you do not have [Adobe Reader](#), it can be downloaded at this [link](#) for free.

Once the form is completed (per the instructions in this section), it must be printed, signed and mailed/delivered to the address above.

The Application for Accommodation Form can be accessed at this link "[Application for Accommodation Form](#)"

Once you have downloaded the form, please navigate to the location to which it was saved and open the document. To edit a field on the form, simply click the blue area and enter the information as identified below.

## Key Features to Note:

The Application for Accommodation form is divided into three sections; Section A, Section B and Section C. Each Section documents is used to different types of information. These are:

- **Section A** contains questions about the individual making the request and the Ministry/Agency/NGO that they represent
- **Section B** documents information related to the request itself including the reason for the

request and key features and requirements.

- **Section C** allows the Requestor to provide information relating to the size and composition of the Ministry/Agency/NGO to be housed/relocated

The form is designed to be completed electronically and every effort has been made to ensure that using it is as easy and intuitive as possible. As a result, the answer fields have been customized to accommodate specific types of information. As such, some questions have drop-down options, calendars or may only allow numbers. To begin filling the form, simply click on the pale blue area.

**NB:** The Requestor/Requesting Officer must be authorized by the Ministry/Agency/NGO that they represent to submit the Request for Accommodation Form. Any unauthorized requests will be disregarded.

## Guide to Answering Questions:

### Section A

Question	Type of Information	Type of Field
Date of Request	The date the form is completed	Calendar field
Name of Requesting Ministry/Agency/NGO	The name of the requesting Ministry/Agency/NGO	Accepts alpha-numeric characters. No special features
Name of Requesting Officer	Name of the officer making the request. The officer named must be the same person signing the form and must be authorized to make the request	Accepts alpha-numeric characters. No special features
Position	The job position that the Requesting Officer occupies or their Job Title	Accepts alpha-numeric characters. No special features
Phone Number/Extension/Fax Number	The phone number/fax number excluding the area code and dashes or other separators. The Extension number must be entered without the use of "Ext" or similar designation	Allows only numeric characters
Email	Email contact for Requesting Officer. Gov.tt or professional email addresses are preferred however all addresses will be accepted	Accepts alpha-numeric characters as well as symbols such as @ and _. No special features

## Section B

Question	Type of Information	Type of Field
Type of Request	Allows the user to specify what type of request is being submitted. If the type of request is not available in the drop-down, please select Other and include a description in the box provided	This field is a drop-down box that allows you to select one option. Simply click the box, then the downward-facing arrow to the right of the box
Reason for Request	Allows the user to identify the reason for the request. If the type of request is not available in the drop-down, please select Other and include a description in the box provided	This field is a drop-down box that allows you to select one option. Simply click the box, then the downward-facing arrow to the right of the box
Current Location (if any)	If the requesting Ministry/Agency/NGO already has government allocated premises, they are asked to enter the address in this field	Accepts alpha-numeric characters. No special features
1st Preference/2nd Preference	Both fields allow users to identify the areas (in order of preference) that they would like to be located in. The lists in each field are identical and are based on the areas used by Ministry of Public Administration	Both fields are drop-down boxes that allow users to select one option. Simply click the box, then the downward-facing arrow to the right of the box
Preferred Type of Property	Enables the Requestor to select the type of property they would prefer to have. There is no guarantee that this is the type they will be assigned but every effort will be made to accommodate them	This question uses radio buttons that allow only one option to be selected i.e. State Owned OR Rented OR No Preference can be selected
Please state your reasons	This field is intended to allow the requestor to identify reasons for requesting a state owned or rented property	Accepts alpha-numeric characters. No special features
Does the requesting Ministry/Agency/NGO interact directly with the Public?	The requestor is asked to document whether the Ministry/Agency/NGO interacts directly with the public or provides services to the public	Allow users to answer either yes or no. No special features
Is the requesting Ministry/Agency/ NGO able to	Allows users to document whether their	Allow users to answer either yes or no. No special features

provide in-house facility management services?	Ministry/Agency/NGO has the capacity to manage the facilities that may be allocated to them.	
Please indicate the minimum number of parking spaces required	The user is asked to identify the absolute minimum number of parking spaces being requested. No parking space will provide parking for all staff and some prioritization (for official vehicles for example) should be made	Allows only numeric characters.
Please indicate the total area being requested in Feet Squared and/or Meters Squared	Users must identify the size of the property being requested. This estimate can be based on the size of the previous property or the number of staff/visitors to the Ministry/Agency/NGO	Both fields allow for only numeric characters. However, decimal can also be used
Please indicate any special room requirements/facilities (Room capacity indicated in brackets)	Allows the Ministry/Agency/NGO to identify any special rooms/facilities they may require for their work. The number of people that the room can accommodate is indicated in brackets next to the room option. The field next to the room type allows users to indicate the number of each type of room they will require. There is no guarantee that the requested resources can or will be provided, however every effort will be made to accommodate these requests	This question is primarily a check box that allows users to select more than one option. It also has a fill-in box [to the right of the room types, such as Conference room (10)] to allow users to document the number of each type of room they would like to have
Please indicate any special utility/service requirements	Enables users to identify the utilities or service requirements that they will need at their new location. There is no guarantee that the requested resources can or will be provided, however every effort will be made to accommodate these requests	This question is a check box that allows users to select more than one option. If the option is not already listed, please select Other and include the utility or service in the fill-in box
Please indicate any special needs requirements for staff or clients	This question is especially important for public facing Ministries/Agencies/NGO's who	This question is a check box that allows users to select more than one option. If the option is not

	may have to provide services to the differently abled. The requestor must also be considerate of any staff with special needs	already listed, please select Other and include the utility or service in the fill-in box

### Section C

Question	Type of Information	Type of Field
Please indicate the total number of Divisions/Units/Sections to be relocates/housed	This section allows the requestor to document the number of Divisions/Units/Sections that are to be given accommodation. For Ministries/Agencies/NGO's that are requesting additional accommodation, this will only include the Divisions/Units/Sections to be housed in the new premises	Allows only numeric characters
Please indicate the total number of staff to be relocated or housed	Enables to user to indicate the total number of staff who are to be housed or relocated to the new premises	Allows only numeric characters
Please list the names of the Divisions/Units/Sections and the number of staff in each Division/Unit/Section	In this question the user is asked to list (in the larger blue bars) the names of the various Divisions/Units/Sections that are to be provided with accommodation. The second, shorter, areas should be used to document the number of staff in the corresponding Division/Unit/Section	Accepts alpha-numeric characters. No special features
Once the location is identified, would you be interested in visiting the site?	The Requestor can indicate whether they would be interested in visiting the premises that has been identified for them. If the user chooses to conduct a site visit, they will be contacted using the information in Section A	Allow users to answer either yes or no. No special features

Once the form has been filled, the Requesting Officer can enter their full name in the bar below the signature line and click on the "Print Form" button. The officer is then asked to sign the form manually and submit it with any required supporting documents to the following address:

Property and Real Estate Services Division  
CIC Building, Level One,  
122-124 Frederick Street,  
Port of Spain

If you have any questions or difficulties, please contact the Property and Real Estate Services Division at (868) 627-4801 ext. 2543/2526.

## Screenshots



Government of the Republic of Trinidad and Tobago  
**Ministry of Public Administration**

**Application for Accommodation Form**

**\* Please provide an approved Organizational Chart in addition to this form when submitting this application**

**Section A**

Date of Request

Name of Requesting Ministry/  
Agency/NGO

Name of Requesting Officer  Position

Contact Information for Requesting Officer  
Phone Number  Extension  Fax Number

Email

**Section B**

Type of Request Choose an item. Reason for Request Choose an item.

Current Location (if any)

1<sup>st</sup> Preference  2<sup>nd</sup> Preference

Preferred type of Property

State Owned  Rental  No Preference

Please state your reasons

Does the requesting Ministry/Agency/NGO interact directly with the public?

Yes  No



Is the requesting Ministry/Agency/NGO able to provide in-house Facility Management Services?

Yes  No

Please indicate the minimum number of parking spaces required

Please indicate the total area being requested in Meters Squared or feet Squared

Meters Squared  Feet Squared

Please indicate any special room requirements/facilities (indicate room capacity)

- Conference Room ( )       Huddle Room ( )       Visitor Lobby ( )
- Conference Room ( )       Conference Room ( )       Training Room ( )
- Other

**Section C**

Please Indicate the total number of Divisions/Units/Sections to be relocated

Please indicate the total number of staff members to be accommodated

Please lists the names of the Divisions/Units/Sections and the number of staff in each




**PROPERTY AND REAL ESTATE SERVICES DIVISION**

Once a location is identified, would you be interested in visiting the site?

Yes     No

Name