



**SOCIAL HOUSING REGULATORY AUTHORITY (SHRA)**  
**APPLICATION FOR ACCREDITATION VERIFICATION REPORT**  
**Applicant: SHI APPLICANT**

**Date:**

**Introduction**

SHI accreditation applications for the 2020/21 intake are required to supply the following information to be considered for accreditation:

	<b>Description</b>	<b>Comments</b>	<b>Outstanding</b>
1	Board Approved Financial control policies and procedures		
2	Board Approved Long-term Strategic Business Plan		
3	Board Approved Board Charter		
4	Board Approved Directors & Staff Code of Conduct		
5	Letters of appointment of Directors		
6	Letters of appointment for key staff		
7	CVs of Board members and key staff		
8	Job descriptions & contracts of key staff		
9	Board Approved Internal management, Fraud & Corruption and Anti- Discrimination policies and procedures.		
10	Conflict of Interest policy		
11	Mandates of the various Board Sub-Committees		
12	Board Approved Risk management policies, procedures and risk register		
13	Legal compliance policy		

14	Board Approved Organisational performance management Policy		
15	Founding documents (Memorandum of Incorporation and Certificate of Incorporation)		
16	Signed and completed Accreditation application form.		
17	Signed and completed qualification of directors and key staff members form.		
18	Board Approved Property development policies and procedures		
19	SARS Tax /PIN Clearance Certificate.		
20	Long-term maintenance plan template		
21	Board Approved Property management policies and procedures		
22	Board Approved Tenant management policies and procedures		
23	Valid B-BBEE Certification		
24	Completed QSA Template		
25	Submission of evidence of land availability, land rights or prospects of land acquisition for the development of a Social Housing project.		
26	Signed and Completed Declaration of interest form		

*\*Please ensure all policies, procedures, business plans and other important documents are approved by the board and clearly indicated either by way of a board approved resolution or signature of approval by the CEO or Chairperson of the board.*