



## YOUR AID APPLICATION

In order for us to consider your application and check your eligibility, you must send us the attached form, duly completed and signed, by email or post, together with the required documents, **no later than 6 months after the start of your seasonal contract.**

### ABOUT THE AID

#### UP TO €600 TOWARDS YOUR ACCOMMODATION COSTS

As an employee of a company in the agricultural sector, you work on a seasonal basis.

##### Your accommodation in relation to this work:

- is located in France (mainland France, overseas departments and regions);
- is in the private, intermediate or social rented sector, in shared accommodation (excluding CROUS), a B&B, a holiday cottage, a tourist residence, a campsite or a room in a private house;
- is the subject of a signed tenancy agreement, an occupancy agreement in shared accommodation, a sublet or any other contract with supporting documentation, **which must be in your name.**

#### AID PAYMENT TERMS

Fixed monthly payment of €150:

- for any month in which there is both a seasonal employment contract and an accommodation rental agreement;
- over a maximum period of 4 months;

i.e. a total amount of aid of up to €600 per year.

The aid application may be renewed once, in a different calendar year, if the eligibility conditions are still met.

### FOR YOUR APPLICATION TO BE CONSIDERED

**THE ATTACHED APPLICATION FORM, DULY COMPLETED AND SIGNED, TOGETHER WITH ALL THE REQUIRED DOCUMENTS, MUST BE SENT TO:**

##### By post:

**ACTION LOGEMENT SERVICES  
OPERATIONS DEPARTMENT  
19/21 quai d'Austerlitz  
TSA 61407  
75621 PARIS CEDEX 13**

##### Or by email:

**courrieredgs.pretspp.al@actionlogement.fr**

**Please send us your complete application in a single email**

# 1

Complete and initial  
all 5 pages  
of your application form

# 2

Send Action Logement your  
completed and signed application  
form, together with all your  
supporting documents, **no later  
than 6 months after the start of your  
seasonal contract**

# 3

Action Logement will check  
your documents.  
If necessary, you may be asked to  
resend certain documents.

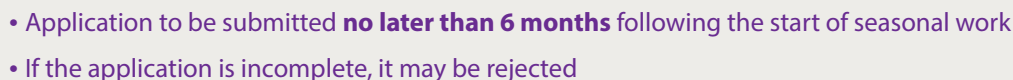
# 4

Your application is complete.  
Action Logement will pay you  
the amount to which you are entitled,  
up to a maximum of €600

**0970 800 800**

From 9am to 6pm, Monday to Friday  
(Mainland France opening hours - Local call rate)

**actionlogement.fr**



## IDENTITY OF THE APPLICANT

	APPLICANT DEMANDEUR	JOINT APPLICANT CODEMANDEUR
Title <i>Civilité</i>	<input type="checkbox"/> Ms <i>Mme</i> <input type="checkbox"/> Mr <i>M.</i>	<input type="checkbox"/> Ms <i>Mme</i> <input type="checkbox"/> Mr <i>M.</i>
Last name <i>Nom</i>		
Birth name <i>Nom de naissance</i>		
First name(s) in the order they appear on your identity documents <i>Prénom(s) dans l'ordre de l'état civil</i>		
Date of birth* <i>Date de naissance</i>	(dd/mm/yyyy) / (jj/mm/aaaa)	(dd/mm/yyyy) / (jj/mm/aaaa)
City of birth <i>Ville de naissance</i>		
Département/Country of birth <i>Département / Pays de naissance</i>		
Current address <i>Adresse actuelle</i>	..... .....  _ _ _ _  City: ..... Ville	..... .....  _ _ _ _  City: ..... Ville
Phone number** <i>Téléphone**</i>	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Email address** <i>Adresse e-mail**</i>	..... <input type="checkbox"/> I agree to receive marketing emails from Action Logement Services. <i>J'accepte de recevoir des offres commerciales de la part d'Action Logement Services.</i> <input type="checkbox"/> I agree to receive marketing emails from its subsidiaries and partners on aid and services that may interest me. <i>J'accepte de recevoir des offres commerciales de la part de ses filiales et partenaires sur des aides et services susceptibles de m'intéresser.</i>	.....
Household reference taxable income for the previous year (optional) <i>Revenu fiscal de référence N-1 du ménage (saisie facultative)</i>	..... €	
Number of taxable persons in the household (optional) <i>Nombre de parts fiscales du ménage (saisie facultative)</i>	_ _ _	

## EMPLOYMENT STATUS OF THE APPLICANT

**Employer:** ..... **SIRET:** |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|  
*Employeur* *SIRET*

**Address:** .....  
*Adresse*

**Postcode:** |\_|\_|\_|\_|\_| **City:** .....  
*Code postal* *Ville*

**Period of employment: from\*** ..... **to\*** .....  
*Période d'embauche : du\** *au\**

**Your consent (you must choose one)**  
*Votre consentement (choix obligatoire)*

☐ I authorise Action Logement Services to provide my employer with information on my application for aid for seasonal agricultural workers. I am aware that the sole purpose of this data will be to inform my employer of the products and services distributed by Action Logement Services and thus to justify the use of its funds.  
*J'autorise Action Logement Services à communiquer à mon employeur les informations concernant ma demande d'aide aux saisonniers agricoles. Je suis informé(e) que ces données ainsi transmises auront pour seul objectif d'informer mon employeur des produits et services distribués par Action Logement Services et ainsi de justifier de l'emploi de ses fonds.*

☐ I do not authorise Action Logement Services to inform my employer that I personally have been granted aid for seasonal agricultural workers.  
*Je n'autorise pas Action Logement Services à communiquer à mon employeur de l'octroi de mon aide aux saisonniers agricoles de façon nominative.*

**\*\*Contact details needed to process your application more efficiently**





- Application to be submitted **no later than 6 months** following the start of seasonal work
- If the application is incomplete, it may be rejected

## LIST OF DOCUMENTS TO BE PROVIDED (FULL COPY)

**PLEASE NOTE:** To prevent delays in considering your application, please ensure that the last 5 digits of your social security number are blanked out on documents containing this number\*

### THE REQUESTED DOCUMENTS MUST BE IN THE APPLICANT'S NAME

- ☐ Copy of both sides of a valid national identity card, passport, driving licence in credit card format or residence permit (also to be provided by the joint applicant, if applicable)  
*Copie recto-verso de la carte nationale d'identité, ou du passeport, ou du permis de conduire au format carte bancaire ou de la carte de séjour en cours de validité (à fournir aussi, le cas échéant, par le codemandeur)*
- ☐ Copy of the declaration prior to recruitment (DPAE) - or acknowledgement of receipt of the DPAE - in your name, to be requested from your employer  
*Copie de la déclaration préalable à l'embauche (DPAE) - ou de l'accusé réception de la DPAE - à votre nom, à demander à votre employeur*
- ☐ Copy of the seasonal employment contract, except if hired under the simplified agricultural employment scheme (TESA)  
*Copie du contrat de travail saisonnier, sauf si embauche réalisée dans le cadre du Titre Emploi Simplifié Agricole (TESA)*
- ☐ Copy of the tenancy agreement, occupancy agreement for shared accommodation or any other supporting document relating to accommodation costs (the accommodation may be in a B&B, holiday cottage, tourist residence, room in a private house, campsite or sublet)  
*Copie du bail ou d'une convention d'occupation en structure collective ou de tout autre document justificatif relatif à la dépense de logement (le logement peut être en chambre d'hôte, gîte, résidence de tourisme, chambre chez l'habitant, camping ou sous-location)*
- ☐ Copies of rent receipts or rent invoices (for payment on a per night basis) in your name, and payslips for the period in question  
*Copie des quittances de loyer ou des redevances ou des factures de loyer (pour les paiements à la nuité) à votre nom, et de vos bulletins de salaire correspondant à cette période*
- ☐ Bank Identity Statement (RIB) for a current account  
*Relevé d'identité bancaire (RIB) d'un compte courant*

**\*In accordance with data protection regulations, Action Logement Services cannot collect your full social security number. Any supporting documents you send us that include a complete social security number may be rejected and your file put on hold until we receive the correct documents.**



To be initialled by you / À parapher en indiquant vos initiales

# TERMS AND CONDITIONS OF THE GRANT

## Definition of the parties

**Action Logement Services (ALS):** *société par actions simplifiées unipersonnelle* [single-member simplified joint stock company] with capital of €20,000,000, with its registered office at 19/21 quai d'Austerlitz 75013 Paris, and registered under the unique identification number 824.541.148 RCS [Trade and Companies Register] Paris, duly represented by Mr Olivier Rico in his capacity as Managing Director.

**Beneficiary:** a natural person who is a seasonal agricultural worker and is eligible for the seasonal worker accommodation grant issued by ALS.

## Preamble

These grant terms and conditions have been drawn up pursuant to Article L 716-2 d) of the French Rural and Maritime Fishing Code, and carried out in accordance with the five-year State/Action Logement Groupe agreement providing for the awarding of grants to natural persons to help them with housing and with the circulars issued by the Action Logement Groupe Board of Directors.

## 1) Purpose of the Grant

The grant is a SEASONAL WORKER ACCOMMODATION GRANT (the 'Grant') awarded to a natural person with a seasonal fixed-term contract in the agricultural sector within the meaning of Article L 722-20 of the French Rural and Maritime Fishing Code to help with accommodation or housing expenses (rent payments, fees for shared accommodation (excluding CROUS) or accommodation costs for a B&B, holiday cottage, tourist residence, room in a private house or campsite).

## 2) Acceptance of the Grant

The Grant application will be deemed to have been accepted by the Beneficiary once he/she has sent the completed application form and ticked the box: 'I have read and accept the terms and conditions of the Grant'.

## 3) Payment terms

The Grant is a flat-rate monthly amount of €150, for any month in which a seasonal employment contract and an accommodation rental agreement are simultaneously in force, renewable up to a maximum of €600 per year, for a maximum of two years.

The funds will be paid to the Beneficiary in arrears once the aid has been approved and the monthly rent receipts, proof of rent payment or any proof of payment of accommodation costs have been provided, as well as a copy of the payslip(s) for that period.

If the supporting documents are not provided, the payment will not be made. Payment will be deferred until the required supporting documents have been submitted, for the corresponding monthly instalments, without exceeding a period of 6 months following the date on which the seasonal work began.

After this period, no further payments may be made and the amount of the Grant will automatically be reduced to the amount of expenditure for which supporting documents have been provided. ALS reserves the right to change its payment terms in the light of the Beneficiary's situation.

## 4) Obligation to provide information

The Beneficiary undertakes, throughout the performance of the contract, to provide ALS with any supporting documents it may request in order to review his or her compliance with the obligations arising from this contract. The Beneficiary authorises ALS to carry out

any checks necessary to ensure the correct use of the funds.

## 5) Repayment of the Grant

In the event of a false declaration on the part of the Beneficiary or failure to provide the requested proof, the sums received hereunder will be immediately reimbursed to ALS.

## 6) Data protection

Action Logement Services, in its capacity as Data Controller, is committed to the protection of its users' data, in accordance with the French Data Protection Act no. 78-17 of 6 January 1978 as amended and the General Data Protection Regulation (EU) 2016/679 of 27 April 2016. The information collected is mandatory in order to process your application. The main purpose of collecting this information is to process and manage your application. Pre-contractual and contractual measures constitute the legal basis for processing. Data is kept for the period specified in the Data Protection Policy (<https://www.actionlogement.fr/politique-protection-donnees>). The data collected is intended for use by Action Logement Services and, where applicable, its subcontractors, service providers and partners, Group entities and ANCOLS.

Certain data may be sent to third parties to meet legal and regulatory obligations. It may also be disclosed, at their request, to official bodies and administrative or judicial authorities, in particular in connection with anti-money laundering and countering the financing of terrorism. It may also be used for statistical purposes. Action Logement Services is bound by professional secrecy regarding this data.

In accordance with the French Data Protection Act of 6 January 1978 and the General Data Protection Regulation of 27 April 2016, you have a right of access, a right of rectification, a right of erasure, a right to limit or object to the processing of your data, a right to data portability and a right to define the fate of your data in the event of your death. These rights can be exercised by completing the form that can be downloaded from <https://www.actionlogement.fr/vos-donnees-personnelles> and sending it to us, together with the supporting documents requested, either by email to [rgpd.ues75@actionlogement.fr](mailto:rgpd.ues75@actionlogement.fr) or by post to the following address: Action Logement Services - Compliance Department, 21 quai d'Austerlitz - CS 41455 - 75643 Paris Cedex 13. For information, Action Logement Services' DPO can be contacted at the following address: [rgpd.ues75@actionlogement.fr](mailto:rgpd.ues75@actionlogement.fr). You also have the right to lodge a complaint directly with the CNIL, 3 Place de Fontenoy, 75007 Paris.

## 7) Anti-money laundering and countering the financing of terrorism

Pursuant to the legal and regulatory provisions relating to anti-money laundering and countering the financing of terrorism, ALS is required to ensure that it knows its customers well and to exercise constant vigilance over the transactions carried out by them. To this end, ALS verifies the Beneficiary's identity and address and gathers any information relevant to a proper understanding of the nature and purpose of its relationship with him/her.

The Beneficiary is duly informed that ALS may not enter into a business relationship with him/her if it is unable to identify him/her, to gather information relating to the purpose and nature of this relationship and, more generally, in the event of suspicion of money laundering or the financing of terrorism.

Throughout this relationship, ALS may ask the Beneficiary to update the information collected and/or to provide it with any documentary evidence relating to its identity, address, employment, level of income, assets or concerning its beneficial owners. The Beneficiary must immediately provide the information and supporting documents requested. Upon receipt of the requested documents



To be initialised by you / À parapher en indiquant vos initiales

## TERMS AND CONDITIONS OF THE GRANT (cont.)

or in their absence, and throughout the business relationship, by virtue of its obligation to keep up to date with the Beneficiary and its beneficial owners, ALS may, unilaterally and without possible recourse on the part of the Beneficiary, decide to defer performance of its obligations, or even not to perform them.

In accordance with the regulations in force and more particularly Article L561-12 of the French Monetary and Financial Code, ALS will keep a copy of the documents and information used to identify the Beneficiary for a period of five (5) years after the end of the relationship with the Beneficiary for any reason.

### 8) Supervisory authorities

As an approved body for collecting the social housing levy, ALS is subject to monitoring and assessment by the French social housing watchdog (ANCOLS) located at La Grande Arche Paroi Sud- 92055 Paris Cedex 09 ([www.ancols.fr](http://www.ancols.fr)).

The authority responsible for supervising credit institutions is the French Prudential Supervisory Authority (ACPR), located at 4 Place de Budapest, CS 92459, 75436 Paris cedex 09 ([www.acpr.banque-france.fr](http://www.acpr.banque-france.fr)).

As part of the Ministry of the Economy, the Directorate-General for Competition, Consumer Affairs and Fraud Control (DGCCRF) contributes to the design and implementation of economic policy by ensuring that all aspects of the markets function properly for the benefit of consumers and businesses. It is located at 59, boulevard Vincent Auriol, 75013 Paris Cedex 13.

### 9) Complaints and mediation

In order to resolve any issues relating to the services provided by ALS and the performance of this contract, the Beneficiary may contact the ALS complaints department, either online ([www.actionlogement.fr](http://www.actionlogement.fr)) or by registered post with acknowledgement of receipt at the following address: Action Logement Services - Complaints Department - 19 quai d'Austerlitz - CS 41455, 75643 Paris cedex 13.

After acknowledging receipt, within 10 working days, of the online complaint or the letter received, ALS undertakes to reply to the Beneficiary within 60 days of the date of receipt of the complaint.

In the event of a persistent disagreement or in the absence of a response, in accordance with Article L612-1 of the French Consumer Code, the Beneficiary may appeal free of charge to the Médiation Conso Drôme (MCD) ombudsman, either online, ([www.mediation-conso-drome.org](http://www.mediation-conso-drome.org)) by email ([mediationconsodrome@gmail.com](mailto:mediationconsodrome@gmail.com)) or by sending a letter to the following address: The MCD ombudsman - 19 bis Rue Jonchère, 26000 Valence. The ombudsman will then have 90 days to respond to the Beneficiary's request from the date of the notification referred to in Article R6122 of the French Consumer Code. The ombudsman may extend this period at any time in the event of a complex dispute. It shall immediately notify the parties.

### 10) Disputes

Disputes arising from the conclusion, performance or interpretation of the contract will be referred to the competent local court. Actions for payment brought before it in the event of the Beneficiary's default must be brought within 2 years of the event giving rise to them, failing which they will be barred. This event is characterised by the first request for reimbursement made by ALS.

Where the payment terms of the sums due have been restructured or rescheduled, the starting point for the peremptory time limit is the first non-payment incident occurring after the first restructuring or rescheduling agreed between the parties, after the adoption of the conventional recovery plan provided for in Article L732-1 of the French Consumer Code or after a decision by the commission imposing the measures provided for in Article L733-1 of the French Consumer Code.



I have read and accept the terms and conditions of the Grant



To be initialled by you / À parapher en indiquant vos initiales

# MANDATORY DECLARATION

The undersigned hereby certifies:

*Le soussigné certifie :*

- ☐ the accuracy of all information contained herein  
*l'exactitude de tous les renseignements figurant dans la présente*
- ☐ that he/she has read and accepted the terms and conditions of the Grant, page 4  
*avoir pris connaissance des conditions de la Subvention et en avoir accepté les termes, page 4*
- ☐ that he/she has initialled pages 1 to 4 of the application form (initials of first name and surname at the bottom of each page)  
*avoir paraphé les pages 1 à 4 du dossier (initiales du nom et prénom en bas de chaque page)*
- ☐ that he/she is employed by a company in the agricultural sector and works in agriculture on a seasonal basis  
*être salarié dans une entreprise du secteur agricole et exercer une activité saisonnière dans l'agriculture*
- ☐ that a single application for this aid has been submitted by the whole household (except if your spouse is also a seasonal worker and you have to live in two separate dwellings due to the geographical distance between your respective seasonal workplaces)  
*qu'une seule demande pour cette aide est déposée par l'ensemble du ménage (excepté si votre conjoint est également saisonnier et que vous devez occuper deux logements distincts compte tenu de l'éloignement géographique de vos lieux de travail saisonniers respectifs)*
- ☐ that the accommodation for which he/she is applying is (was) close to his/her seasonal job  
*que le logement, objet de la demande d'aide, est (était) à proximité de votre emploi saisonnier*
- ☐ that the accommodation is located in mainland France or a French overseas department or region  
*que ce même logement est bien situé sur le territoire métropolitain ou dans les DROM*

The applicant acknowledges having been informed that in the event of a false declaration, the sums received by way of this aid must be immediately reimbursed to Action Logement Services without the need for the latter to send a prior formal notice.

Action Logement Services reserves the right to check the accuracy of the information provided.

Signed in ..... on\* .....  
*Fait à le\**

**Applicant's signature**  
**(preceded by the words 'Read and approved')**

*Signature du demandeur*  
*(précédée de la mention «Lu et approuvé»)*

*\*Please enter the date in the following format: dd/mm/yyyy*

*\* Pour la saisie de la date, veuillez respecter le format suivant : jj/mm/aaaa*

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**ActionLogement**   
**RECONNU D'UTILITÉ SOCIALE**

**Action Logement Services**

SAS with capital of €20.000.000

Registered office: 19/21 quai d'Austerlitz 75013 Paris - 824 541 148 RCS Paris

Registered with ORIAS under number 17006232 - Finance company approved and regulated by the ACPFR

[actionlogement.fr](https://www.actionlogement.fr)  [@Services\\_AL](https://www.actionlogement.fr)