



APPLICATION FOR A MORTGAGE LOAN - INSTITUTIONS

Branch: **Vetting Officer:** **Date:**

Section 1. (Personal Details)

- 1. Name of institution:
- 2. Nature of business:
(please provide copies of Articles & Memorandum of Association and Certificate of Incorporation)
- 3. Registered business premises:
- 4. Postal address
.....
.....
- 5. (i) Telephone number(s)
- (ii) Fax number(s)
- (iii) E-mail address
- (iv) BankersBranch:

Section 2 (Details of other properties owned by the institution)

- 1. Do you presently own a house(s)? Yes/No
If yes, please give details as below.

House/Plot No.	Location	Mortgaged	
		Yes	No
(i)		Yes	No
(ii)		Yes	No

(iii)		Yes	No
(iv)		Yes	No

NB: If any of your houses are mortgaged, please indicate the details of the institution they are mortgaged to:

.....

Section 3 (Details of Directors/Trustees, etc)

	<u>Name</u>	<u>Nationality</u>	<u>Address</u>
1.
	
		Tel:.....	Fax:.....
		E-mail:.....	Bankers:.....
2.
	
		Tel:.....	Fax:.....
		E-mail:.....	Bankers.....
3.
	
		Tel:.....	Fax:.....
		E-mail:.....	Bankers.....
4.
	
		Tel:.....	Fax:.....
		E-mail:.....	Bankers.....
5.
	
		Tel:.....	Fax:.....

6. Has any of the directors ever been declared insolvent or assigned his/her estate or reached a compromise with creditors?

Yes No

If yes, give details:
.....

7. Give particulars of any civil judgment or writ of execution given within the past five years against the company or any of its directors:

.....
.....

8. Give particulars of any other financial commitments, e.g. Hire Purchases, Bank Loans, et cetera:

	<u>Amount Borrowed</u>	<u>Amount still Outstanding</u>	<u>Lending Institution</u>	<u>Details of Security</u>	<u>Purpose</u>
a)
b)
c)
d)
e)

9. Declaration of income:

In support of your income declaration, please attach the following:

- Audited financial statements for the past 2 years and cash flow projections for the next 12 months
- Bank statement for the past 6 months to date
- Authority to your bankers to provide opinion on your account(s).



Section 4 (Loan Details)

1. Amount required: K.....
2. Cash deposit available from own resources: K.....
3. Amount of loan required: K.....
4. Repayment period preferred (in years):
5. Purpose for which loan is required (purchase, construction, property improvements, working capital, et cetera):
.....
.....

NB: Please attach sale agreement/offer letter if purchasing an existing property or any documentary evidence to support the purpose for which loan is required.

Section 5 (Property Details)

1. Exact location of property to be mortgaged:
Plot number and location:
City/Town:
2. Nature of premises (private dwelling house, flats, shops, business premises, et cetera)
.....
3. State if freehold or leasehold
 - i) Approximate area of land:.....
 - ii) No. of storeys:.....
 - iii) No. and description of rooms:.....
 - iv) Construction of walls (Bricks, Blocks, et cetera):
.....

v) Construction of roof (Tiles, Asbestos, IBR, Thatch):.....

.....

vi) Are roads made up and tarred? Yes No

4. Name and address of present owner:

.....Telephone No.:.....

5. In whose possession are the title deeds?

Section 6 (Existing property details)

NB: This section is to be completed if the premises are complete and ready for occupation. In all other cases, section 6 should be completed.

1. Has an occupation certificate been granted?

2. Do you intend to make any structural alterations or additions to the premises?

.....

3. Services available:

i) Sewerage	:	Mains	<input type="checkbox"/>	Septic tank	<input type="checkbox"/>
ii) Water	:	Mains	<input type="checkbox"/>	Borehole	<input type="checkbox"/>
iii) Electricity:		Mains	<input type="checkbox"/>	Other	<input type="checkbox"/>

4. State how Bank's valuer may obtain access:

.....

Provide sketch diagram of property location)

NB: The Bank reserves the right to insure the property with an insurance company of its choice and the premiums will be built on to the monthly instalments.

Section 7 (Premises to be built or incomplete at time of application)

1. a) Cost of land: K.....

b) Architect fees: K.....

c) Construction cost/estimated cost of buildings: K.....

d) Quantity surveyors' fees: K.....

TOTAL K

2. Are plans approved by local authority?
3. Name of Architect/Quantity Surveyor who prepared the plans:

4. Name of Architect/Engineer supervising construction:
5. What stage, if any, has been reached in construction:

6. Name and address of builder or contractor:
- NB:** Please attach full quotations plus a copy of approved plans.

Section 8 (Additional information)

1. (i) Do you have immediate cash resources for legal fees and valuation fees? Yes No
- (ii) How much? K.....
2. Details of current investments with the Bank:
- | | <u>Type of Investment</u> | <u>Amount</u> | <u>Account Number</u> |
|-----|---------------------------|---------------|-----------------------|
| (a) | | K..... | |
| (b) | | K..... | |
| (c) | | K..... | |
3. If the loan is to be supported by a guarantee, the guarantor should indicate his/her willingness to act by giving the following details:
- (a) Full names:
- (b) Residential address:

- (c) Postal address:
- (d) Telephone number:

Section 9 (Declaration)

Please read the following carefully before you sign:

I/We declare and agree that:

1. We are of full age.
2. All the information given in this Form No. NBS2 is true.
3. The Bank may make such enquiries including reference to our past and present employer(s) and my banker(s) as it considers necessary.
4. We will pay the survey/valuation fees and any reasonable costs and expenses required by the Bank in dealing with this application whether or not a loan is received by us.
5. The payment of survey/valuation fee does not bind the Bank to make an advance. This fee is not refundable.
6. In the event of the Bank making an advance to assist me/us in the purchase/building of the property, the making of the advance will not imply any warranty by the Bank, that the purchase price/building cost of the property is reasonable.
2. We agree that the property shall be insured from the date of the advance with such insurer and for such amount and against such risks as the Bank shall in its discretion deem advisable.
8. The Bank shall not be bound to make any advance payment to us before the mortgage is registered.
9. We agree to comply with the rules and minimum specifications of the Bank for the time being in force and that we shall be solely liable for any deviation therefrom.
10. We confirm it is clearly understood that the report on the property by the Bank's Valuer/Quantity Surveyor is confidential to the Bank, is intended solely for the information of the Directors in determining what loan, if any, may be made on the security and that no responsibility is implied or accepted by the Bank for either the value or condition of the property by reason of such inspection and report.

11. We acknowledge liability for the administration fees and wasted costs incurred by the Bank or its attorneys in the event of our withdrawing from the loan granted.
12. We declare the foregoing statements and particulars to be true and the same shall form the basis of any arrangement for a loan (if any) made to us by the Bank.
13. We acknowledge that the Directors are jointly, severally and solidarily liable on the loan both in their official and personal capacities.

Signature(s) of Applicant(s)

..... CHAIRMAN DIRECTOR/TRUSTEE DIRECTOR/TRUSTEE
..... DATE DATE DATE

FOR OFFICE USE ONLY

Approved in the sum of K..... in words

.....

Any special conditions attached:

.....

SIGNATURE: _____ SIGNATURE: _____ DATE: _____