



APPLICATION FOR A MORTGAGE LOAN - PRIVATE

Branch: ..... Vetting Officer: ..... Date: .....

**Section 1. (Personal Details)**

	<u>Borrower</u>	<u>Co-Borrower</u>
1. Surname/Title (Mr/Mrs/Rev etc)	.....	.....
2. First names	.....	.....
3. Date of birth	.....	.....
4. I D Numbers (with supporting Evidence)	.....	.....
5. Nationality	.....	.....
6. If not Malawian attach copies of PRP or BRP	.....	.....
7. Total number of dependants including spouse	.....	.....
8. Marital status	.....	.....
9. Current residential address	.....	.....
10. Postal address	.....	.....
	.....	.....
	.....	.....
11. (i) Telephone number(s)		
Work	.....	.....
Home	.....	.....
(ii) Cellphone number(s)	.....	.....
(iii) Fax number(s)	.....	.....
(iv) E-mail address	.....	.....

**Section 2 (Details of other houses)**

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 (Employment and Financial Details)**

	<u>Borrower</u>	<u>Co-Borrower</u>
1. Current Employer	.....	.....
Address	.....	.....
	.....	.....
How long employed?	.....	.....
Job title	.....	.....
Current salary	K.....	K.....
2. Previous Employers		
(i) Name	.....	
From	.....	
To	.....	
(ii) Name	.....	
From	.....	
To	.....	

3. Details of policies:

- (i) The Bank may require the cession of a life assurance policy, or participation in an approved mortgage protection scheme in connection with this loan.
- (ii) Details of policies which you are prepared to cede to the Bank:

Policy Number Sum Insured Insurance Company

- a) ..... ..
- b) ..... ..
- c) ..... ..
- d) ..... ..

5. Have you (your spouse or co-borrower) ever been declared insolvent or assigned your estate or reached a compromise with your creditors?

Yes  No

If yes, give details: .....  
.....

6. Give particulars of any civil judgment or writ of execution given within the past five years against you or co-borrower:

.....  
.....

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

.....  
.....  
.....

8. Bankers:

(i) Borrower

	<u>Name</u>	<u>Branch</u>	<u>Account Number</u>
(a)	.....	.....	.....
(b)	.....	.....	.....
(c)	.....	.....	.....

(ii) Co-borrower

	<u>Name</u>	<u>Branch</u>	<u>Account Number</u>
(a)	.....	.....	.....
(b)	.....	.....	.....
(c)	.....	.....	.....

9. Declaration of income:

(i) In support of your income declaration, you should attach the following:

- Salary advice slips/pay slips for the last 3 months
- Letter from your employer confirming your salary.

**NB:** Any loan deductions showing on the salary advice slips/pay slips must be supported by a letter from your employer indicating the types of the loans and their outstanding balances.

(ii) If you are a company or self-employed, you should attach copies of audited financial statements for the last 2 years and bank statements for the past six months and cash flow projections for the next 12 months.

**Section 4 (Loan Details)**

1. Purchase price/completion cost: 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, et cetera):  
.....  
.....

**NB:** Please attach sale agreement/offer letter if purchasing an existing property.

**Section 5 (Property Details)**

1. Exact location of property to be mortgaged:  
Plot number and location: .....  
City/Town: .....

2. (i) Nature of premises (private dwelling house, flats, shops, business premises, et cetera)
.....

(ii) Will you occupy the whole or part of the premises?
.....

(iii) If the property is let or is to be let, give details of tenancies (with evidence)
.....

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 [ ] [ ]

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 [ ] Septic tank [ ]
ii) Water : Mains [ ] Borehole [ ]
iii) Electricity: Mains [ ] Other [ ]



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. Details of personal references (excluding employers and bankers).

<u>Name</u>	<u>Occupation</u>	<u>Employer</u>
.....	.....	.....

4. 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. I am/We are of full age.
- 2. All the information given in this Form No. NBS1 is true.
- 3. The Bank may make such enquiries including reference to my/our past and present employer(s) and my banker(s) as it considers necessary.
- 4. I/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 me/us.
- 5. The payment of survey/valuation fees 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.

- 7. I/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 me/us before the mortgage is registered.
- 9. I/We agree to comply with the rules and minimum specifications of the Bank for the time being in force and that I/We shall be solely liable for any deviation therefrom.
- 10. I/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. I/We acknowledge liability for the administration fees and wasted costs incurred by the Bank or its attorneys in the event of my/our withdrawing from the loan granted.
- 12. I/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 me/us by the Bank.

Signature(s) of Applicant(s)

.....

Date: .....

**FOR OFFICE USE ONLY**

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

.....

Any special conditions attached: .....

.....

SIGNATURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_