



**BOTSWANA HOUSING CORPORATION**  
**Sale Application Form for a Non-sitting Tenant (Company)**

**BHC/RO/EST-PR04/F04**

**Revision No.: 00**

Name of Company \_\_\_\_\_  
 Registration Number \_\_\_\_\_  
 Postal Address \_\_\_\_\_  
 Physical Address \_\_\_\_\_  
 Telephone 

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 Fax 

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 Cellphone 

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 E-mail Address \_\_\_\_\_

**Particulars of Directors/Shareholders**

<u>Full Names</u>	<u>Omang/Passport No.</u>	<u>Citizenship</u>	<u>Position</u>	<u>% Shares</u>
1 _____ _____	_____	_____	_____	_____
2 _____ _____	_____	_____	_____	_____
3 _____ _____	_____	_____	_____	_____
4 _____ _____	_____	_____	_____	_____
5 _____ _____	_____	_____	_____	_____

**% RATIO OF SHARES:**      % Citizens of Botswana      % Non-Citizens of Botswana

**Financing Details**

Financing Institution \_\_\_\_\_  
 Maximum Loan qualified for **P**

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**BHC Property Details**

Plot/Unit No. rented: present/past 

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 Town/Village \_\_\_\_\_  
 Plot/Unit No. purchased 

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 Town/Village \_\_\_\_\_  
 House type applied for 

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 Town/Village \_\_\_\_\_

**Declaration**

We declare that to the best of our knowledge all the information above is true and correct. We acknowledge that having provided the information freely and voluntarily, if the information is found to be false or misleading or to be in anyway prejudicial to the Corporation's interest, such information may be used against me in any proceedings of any nature including Court proceedings within the Republic of Botswana.

**Representative's Name** \_\_\_\_\_

**Representative's Signature** \_\_\_\_\_ **Date**

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**COMPANY STAMP**

**FOR OFFICIAL USE ONLY**

**OFFICIAL STAMP**

**Project Name:** \_\_\_\_\_

**Date and Time Application Received**

**Date**

**Time**     HOURS

**Eligibility and Credit Vetting**

(a) Applicant has full legal capacity

Yes

No

(b) All required attachments submitted

Yes

No

(c) Maximum loan qualified for and/or funds on Bank statement are sufficient

Yes

No

(d) Applicant has purchased BHC property

Yes

No

Plot/Unit No.

Location \_\_\_\_\_

Sale Date

Sale Category \_\_\_\_\_

(e) Applicant is renting (or has rented) BHC property

Yes

No

Plot/Unit No.

Location \_\_\_\_\_

Date vacated

Rental status \_\_\_\_\_

Reason for vacating \_\_\_\_\_

**Vetting Outcome**

Pass

Fail

Reason for Fail \_\_\_\_\_

Other Remarks \_\_\_\_\_

**Allocation Details**

Plot/Unit No.

House Type \_\_\_\_\_

Situate at \_\_\_\_\_

Administration Fee **P**

Price (VAT inclusive) **P**

Name of Officer managing the application ..... Position .....

**Officer's Signature** \_\_\_\_\_

**Date**

**Attachments to be submitted**

- (1) Copy of company registration certificate certified by the Registrar of Companies
- (2) Copies of Share Certificates and Identity Cards of shareholders certified by Registrar of Companies
- (3) Certified copies of Certificates of Naturalization, if shareholders were born outside Botswana
- (4) Affidavit declaring if the company has previously purchased property directly from BHC (affidavit form also obtainable from BHC)
- (5) Letter from Financier stating the maximum loan amount qualified for to purchase a property/house
- (6) Recent Bank Statements indicating sufficient funds, if self-financing
- (7) Company resolution on purchase of BHC property