BOTSWANA HOUSING CORPORATION

Sale Application Form for a Non-sitting Tenant (Individual)

BHC/RO/EST-PR04/F03 **Revision No.: 00**

Surname _____ Maiden Name _____

Forename _____ Other Names _____

Omang/ID Number [ ][ ][ ][ ][ ][ ][ ][ ][ ] Title _____

Date of Birth D D M M Y Y Y Y Place of Birth _____

Marital Status [ ] Married [ ] Divorced [ ] Widowed [ ] Bachelor [ ] Spinster

Postal Address _____

Physical Address _____

Telephone Work [ ][ ][ ][ ][ ][ ][ ][ ] Home [ ][ ][ ][ ][ ][ ][ ]

Cell [ ][ ][ ][ ][ ][ ][ ][ ] Fax [ ][ ][ ][ ][ ][ ][ ]

E-mail _____

Employment Details

Name of Employer _____

Work Station/Branch _____

Postal Address _____

Applicant's Position _____

Applicant's Gross Income/pm **P** [ ][ ][ ][ ][ ][ ][ ][ ]

Telephone S/board [ ][ ][ ][ ][ ][ ][ ][ ] Fax [ ][ ][ ][ ][ ][ ][ ]

BHC Property Details

Plot/Unit No. rented: present /past [ ][ ][ ][ ][ ][ ][ ][ ] Town/Village _____

Plot/Unit No. purchased [ ][ ][ ][ ][ ][ ][ ][ ] Town/Village _____

House type applied for [ ][ ][ ][ ][ ][ ][ ][ ] Town/Village _____

Spouse's Particulars

Surname _____ Maiden Name _____

Forename _____ Other Names _____

Omang/ID Number [ ][ ][ ][ ][ ][ ][ ][ ][ ] Title _____

Date of Birth D D M M Y Y Y Y Place of Birth _____

Omang/ID Number [ ][ ][ ][ ][ ][ ][ ][ ][ ] Title _____

Nationality _____

Postal Address _____

Physical Address _____

Telephone Work [ ][ ][ ][ ][ ][ ][ ][ ] Home [ ][ ][ ][ ][ ][ ][ ]

Cell [ ][ ][ ][ ][ ][ ][ ][ ] Fax [ ][ ][ ][ ][ ][ ][ ]

E-mail _____

Spouse's Employment Details

Name of Employer _____

Work Station/Branch _____

Postal Address _____

Spouse's Position _____

Spouse's Gross Income/pm **P** [ ][ ][ ][ ][ ][ ][ ][ ]

Telephone S/board [ ][ ][ ][ ][ ][ ][ ][ ] Fax [ ][ ][ ][ ][ ][ ][ ]

BHC Property Details

Plot/Unit No. rented: present /past [ ][ ][ ][ ][ ][ ][ ][ ] Town/Village _____

Plot/Unit No. purchased [ ][ ][ ][ ][ ][ ][ ][ ] Town/Village _____

Next of Kin Details

Surname _____

Forename _____

Postal Address _____

Telephone Work [ ][ ][ ][ ][ ][ ][ ][ ] Home [ ][ ][ ][ ][ ][ ][ ]

Cell [ ][ ][ ][ ][ ][ ][ ][ ] E-mail _____

Name of Employer _____ S/board [ ][ ][ ][ ][ ][ ][ ]

Children and Dependents

Names 1 _____ Relation _____ Age _____
Names 2 _____ Relation _____ Age _____
Names 3 _____ Relation _____ Age _____
Names 4 _____ Relation _____ Age _____
Names 5 _____ Relation _____ Age _____
Names 6 _____ Relation _____ Age _____

Home Village/Town Details

Village/Town Name _____
Ward _____
District _____
Chief/Headman's Name _____

Financing Details

Financing Institution _____

Maximum Loan qualified for **P** [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

Declaration

I delcare that to the best of my knowledge all the information above is true and correct. I 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.

Applicant's Signature _____ **Date** D D M M Y Y Y Y

FOR OFFICIAL USE ONLY

OFFICIAL STAMP

Project Name: _____

Date and Time Application Received

Date D D M M Y Y Y Y

Time H H M M 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/Spouse has purchased BHC property [ ] Yes [ ] No

Plot/Unit No. [ ][ ][ ][ ][ ][ ][ ][ ] Location _____
Sale Date D D M M Y Y Y Y Sale Category _____

(e) Applicant/Spouse is renting (or has rented) BHC property [ ] Yes [ ] No

Plot/Unit No. [ ][ ][ ][ ][ ][ ][ ][ ] Location _____
Date vacated D D M M Y Y Y Y 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** D D M M Y Y Y Y

Attachments to be submitted

(1) Certified copies of valid Identity Cards (Omang) for both Applicant and Spouse, if married (2) Certified copy of Naturalisation Certificate if born outside Botswana (3) Certified copy of Marriage Cerficate, if married or widowed, or Decree Absolute if divorced (4) Spouse's written consent for purchase of a BHC property by the Applicant (5) Affidavit declaring if the Applicant and/or Spouse have previously purchased property directly from BHC (affidavit form also obtainable from BHC) (6) Letter from Financier stating the maximum loan amount qualified for to purchase a BHC house/unit (7) Recent Bank Statements indicating sufficient funds available,if self-financing.