

APPLICATION FOR A MORTGAGE LOAN (INDIVIDUAL)



(Tick Appropriate Box)

New Loan	
Further Advance	

State Loan Account No.

.....

(Tick Appropriate Box)

Low Density	
High Density	

Name of interviewer:	Interviewer
Branch:	Comments.....

1. PERSONAL DETAILS

Applicant 1

Surname:.....Other Names:.....Nationality:.....

I.D No.:Title (Mr,Mrs etc):.....Date of Birth:.....

Applicant 2

Surname:.....Other Names:.....Nationality:.....

I.D No.:Title (Mr,Mrs etc):.....Date of Birth:.....

2. Marital status

Married ☐ Single ☐ Divorced ☐ Other ☐

Residential Home Status

Owned ☐ Rented ☐ Mortgaged ☐ Other ☐

If married-Name of Spouse:..... D.O.B.:.....ID No.:.....

3. Contact Details

Phone No. Home:..... Business:..... Mobile:Fax:.....

Present Postal Address:

Future Postal Address: as from

Email Address:

4. Occupation of Applicant/s

(i)..... Employer:For:.....Years

(ii)..... Employer:For:.....Years

If less than two years in present employment give details of previous two years of employment.

a)

b)

5. Loan Details

(a) Amount of loan required \$ on the years scale

i Do you need the bond and transfer fees to be part of the loan? (Tick) Yes ☐ No ☐

ii. Amount of bond and transfer fees \$.....

iii. Total loan required \$.....

(b) Purpose of which loan is required (purchase, finance during construction, etc)

6. Credit Record

(a) Have you or your spouse ever been declared insolvent or assigned your estate? Yes [] No []

(b) Are there now or have there been in the past Civil Judgement against you or your spouse? Yes [] No []

If yes give details:.....

(c) Have you or your spouse ever had credit facilities with our organisations? Yes [] No []

If yes give details:..... Current liability:.....

7. Existing Accounts

(a) Do you, your spouse or any member of your family have existing Investments, Transactions/Savings or Mortgage accounts with NBS

If yes, please give the following details:

Name: Type: A/c No.: Balance: \$

Name: Type: A/c No.: Balance: \$

Name: Type: A/c No.: Balance: \$

(b) Other financial institutions with which you hold deposit accounts.

Name: Account No.: Branch:

Name: Account No.: Branch:

8. Monthly gross income of Applicant(s)

Current proof of income required

	Applicant 1		Applicant 2
i)	\$	i)	\$
ii)	\$	ii)	\$
Other	\$	Other	\$
TOTAL	\$	TOTAL	\$

If self employed financial statements for the last two years and up to date Management Accounts are required.

(a1)	Employer	From	To	Tel No.
	Applicant 1			
	Applicant 2			

	Applicant 1	Applicant 2
Annual basic salary	\$	\$
Additional income and salary	\$	\$
TOTALS	\$	\$

(e) Is salary paid direct to bank by employer? Yes/No Yes No

(f) Bankers Yes No

(g) Names and addresses of two referees (excluding employers or bankers) to whom the Society may apply for references:

1.
2.

9. Collateral / Additional Security and Suretyship

(a) Should the Society require collateral security, state the type and amount of security that you can provide.

Type Amount \$

(Where applicable, written confirmation from proposed guarantors must be submitted.)

(b) Is a surety available if required by the Society? Yes [] No []

If yes give details: Name: Relation to Applicant(s):

Address:

Employer: Income \$ per Month

(Written confirmation of proposed surety's willingness and current proof of income to be submitted)

10. Details of Property to be mortgaged

a) Description as per title deeds:

Area of land (in square meters): Physical Address:

Suburb or Township:

Purchase Price \$ Date of Purchase:

Name of registered owner: **(copy of agreement of sale to be submitted)**

Amount of cash available for balance of purchase price/project \$ Where held:

Transferring Legal Practitioners (Sellers):

Amount of transfer fees/ bond costs available \$ Where held (attach Proof):

- b) By whom will the property be occupied?
 If tenant: State Amount of gross monthly rental \$.....
- c) If property currently bonded state: Bondholder:..... Amount owing \$.....
- d) Are the premises accessible to the Society's Valuator? Yes [] No []
- e) Details of person to be contacted for access to the property: Name:..... Tel. No.:.....
- f) Please quote stand number, value of and liability on any other immovable property owned by you or your spouse:
- g) i) Name:..... Stand No.:..... Value: Current Liability:
 ii) Name:..... Stand No.:..... Value: Current Liability:
 iii) Name:..... Stand No.:..... Value: Current Liability:

11. Loans for Proposed Improvements

- (a) Cost of proposed improvements \$ Signed tender and working plans must be submitted where applicable.
- (b) Name and Address of: (i) Contractor:
 (ii) Architect:
 (iii) Engineer:
 (iv) Quantity Surveyor:
 (v) Other Professionals:

N.B: Where Applicable:

- (c) Do you intend to sub-contract? Yes [] No []
 If yes, give details: Subcontractor:..... Nature of work:
- (d) Date of commencement: Anticipated time to complete:.....

12. Insurance

Are there any white ants, borers, beetles, dry rot, decay, patent or latent defects etc, in any building on the above properties?

Yes [] No []

If yes, give details:.....

Are there any servitudes or any other matters relating to the property detrimental to Society's interests? Yes [] No []

If yes, give details:.....

13. Should you wish to give any other relevant information please do so on a separate sheet of paper

14. In the event of the loan being granted

- (a) I/We acknowledge that I/we will be bound by the rules of the Society and the conditions contained in the Society's standard mortgage bond document and, in the case of building loans, by the Society's Minimum Specifications. (The Society's Rules, Mortgage Bond Document and Minimum Specifications are available for your inspection).
- (b) I/We undertake to pay the costs of the mortgage bond and any other incidental costs required by the Society.
- (c) I/We authorise the Society to effect any insurance of the buildings which shall be required with an Insurance at my/our expense. This insurance will include builder's risk on buildings in the process of erection.
- (d) I/We authorise the Society to pay out of the proceeds of the loan outstanding rates or loans due by me/us which represent preferent charges against the property.
- (e) I/We undertake to pay the Society the valuation fees at the scale at present in force. I/We understand that the relevant valuations made are for the information of the society only.
- (f) I/We undertake to pay the costs of a surveyor's Certificate, if required by the Society to identify the property.
- (g) I/We acknowledge that the Society shall have the right to withdraw this loan, if in its opinion, the registration of the mortgage bond is unduly delayed, or if any information given by me/us in connection with this application is found to be false.
- (h) I/We acknowledge that the Society shall with or without my/our further consent and at its own opinion, be entitled to advance me/us monies for the payment of any installment or debt which is owed by me/us and any amounts so advanced will be regarded as a capital advance to me/us and will be debited as such to my/our mortgage account.

I/We declare that, to the best of my/our knowledge and belief, the particulars set out in this application are true and that no information which might affect the decision of the Society has been withheld. I/we acknowledge that the Society does not in any way warrant that the cost of the property (including any existing or proposed improvements thereon) is reasonable or that such property is or will be free from defect.

.....
 Signature of Applicant 1

.....
 Signature of Applicant 2

Date:

15. Net Worth

1. Monthly Income

Net Salary	\$.....
Self	\$.....
Spouse	\$.....
Other income (specify)	\$.....
Total Income (1)	\$.....

2. Fixed Monthly Expenditure

Rent	\$.....
Bus Fare	\$.....
Motor Vehicle Expenses	\$.....
Existing monthly payments	\$.....
School/Creche fees	\$.....
Insurances	\$.....
Credit Accounts	\$.....
Domestic Accounts	\$.....
Groceries	\$.....
Electricity/Current	\$.....
Rates/Proposed	\$.....
Water estimates	\$.....
Other (specify)	\$.....
Total Expenditure	\$.....
Less Rent	\$.....
Add Bond Repayments	\$.....
Total Expenses (2)	\$.....
(1)-(2)=	\$.....

FOR OFFICE USE ONLY

Financial Information

As at..... As at.....

Gross Revenue		
Net Income Before Tax		
Net Income After Tax		
Net Worth		
Borrowings		

	Date rec.	Received by		Date	Actioned by
Acceptance			Date of registration		
Builder's Waiver			Date of receipts of advice of registration		
Minimum Specs			Property description checked		
Building Loan Addendum					
Approved Plan					

DISBURSEMENT - ORDINARY LOANS

Date Issued	Guarantees Issued etc Name of Payee	Amount	Initials	Date Paid	Amount	JV Number	Initials

DISBURSEMENT - ORDINARY LOANS

Date Paid	Name of Payee	Amount Paid	Available on Retention	JV Number	Initials