1. **Viambatisho**
2. Nakala ya Hatimiliki ya kiwanja
3. Nakala ya kibali cha ujenzi kutoka Halmashauri husika
4. Mchoro wa nyumba inayotarajiwa kujengwa.
5. Makadirio ya gharama za ujenzi wa nyumba inayotarajiwa kujengwa
6. Salary slip ya hivi karibuni.
7. Picha moja ya mwombaji wa mkopo ya hivi karibuni (Passport size)

**APPENDIX N/VIII**

(Made under Standing Orders N. 19)

**THE UNITED REPUBLIC OF TANZANIA**

**STANDING ORDERS FOR THE PUBLIC SERVICE**

**REVOLVING HOUSING LOAN FUND FORM OF APPLICATION FOR A LOAN**

The Secretary,

|  |
| --- |
| Photograph of  Applicant |

Revolving Housing Loan Board,

P.O. BOX 9132,

**DAR ES SALAAM.**

u.f.s. The Chief Executive Officer,

P.O. Box………………………

…………………………………

**PART A: PERSONAL DETAILS:**

1. Full name………………………..…………...…(Male or Female)…………......................
2. Designation……………………………………………………………………………….
3. Date of appointment to the present designation ………………………………………….
4. Department/Division ………………………….Section………………………………….
5. Station ……………………...…………………………………………………………….
6. Date of Employment …………………….Date of Retirement ……………………………
7. Terms of Service: \*confirmed/probation/GEPF/NSSF/PSPF/LAPF
8. Date of Birth ………………………. 9. Length of Service ………………….

10.Name of Spouse ………………………… 11. Number of Children ………………

12. Next of Kin …………………………………..

12. Other Dependants. …….…………………………………………………………………

13. Residential address P.O. Box …………..………………………………………

Telephone …………………………………………………

Town ………………………………………………………

Street ………………………….…………………………..

14. Status of House occupied now:

Own house ………………………………. \* yes/no

Rental house ………………………………\* yes/no

Government house ………………………. \* yes/no

15. Salary particulars: Check No. ……………………………………………………….

Salary scale …………………………………...............................

Gross salary per month …………………………………………..

Net salary per month ……………………………………………..

16. Other sources of income and income of the spouse (if any):

………………………………………………………………………………………………

………………………………………………………………………………………………

………………………………………………………………………………………………

Total income per month ………………………...………………………………………….

17. Life Insurance (if any)

Sum insured ………………………………………………………………………..………

Premium per month ………………………………………………………………………..

18. Other Loan/Credit Obligations:

(a) Nature of Credit …………………………………………..………………………

Name of Creditor. …………………………………………………………………

Address: P.O. Box …………………………………..…………………………….

Amount of Credit: Shs. …………………………………..………………………

Monthly Repayments: Shs. ………………………..…………………………….

Balance: Shs. ……………………………………………………………………..

Security Pledge: ………………………………………………………………….

Expected Date of Final Repayment …………………………………………….

(b) Nature of Credit …………………………………………………………………..

Name of Creditor …………………………………………………………………

Address: P.O. Box ………………………………………………………………..

Amount of Credit: Shs. …………………………………………………………..

Monthly Repayments: Shs. ………………………………………………………

Balance: Shs. …………………………………………………………………….

Security Pledge. ………………………………………………………………….

Expected Date of Final Repayment. …………………………………………….

(c) Nature of Credit …………………………………………………………………..

Name of Creditor …………………………………………………………………

Address: P.O. Box ………………………………………………………………..

Amount of Credit: Shs. …………………………………………………………..

Monthly Repayments: Shs. ……………………………………………………… Balance: Shs. …………………………………………………………………….

Security Pledge. ………………………………………………………………….

Expected Date of Final Repayment. …………………………………………….

19. Applicant’s Bankers: Name. …………………………………………………………….

Branch. ……………………………………………………………

Address. ………………………………………………………….

Nature of Account ………………………………………………

Account Number. ………………………………………………..

Balance to date Shs. ……………………………………………..

20. Property to be financed:

(a) Nature of Activity:

- Construction of new house (produce

bills of quantities) ……………..……………. \* yes/no

* Rehabilitation of existing house

(produce valuation report) ……………….… \* yes/no

* Redeem Mortgage Loan (produce

Valid statement) ……………………………. \* yes/no

(b) If new building state:

- Stage of construction reached …………………………………………….

…………………………………………………………………………….

………………………… Value Shs. ………………………………………

* Type of building materials on site Value Shs.

1. …………………………………… …………………….
2. ……………………………………. …………………….
3. ……………………………………. …………………….
4. ……………….………………….. ……………………..
5. …………………………………… ……………………..
6. …………………………………… ……………………..
7. …………………………………… ……………………..

(c ) Location of property

Use …………………………………………………………………………………

Plot No. …………………………………….Block No. ………………………….

Location …………………………………………………………………………..

Title No. ……………………………………Term (Years)………………………..

Effective date. ……………………………………………………………………..

Property description (refer to drawings)

………………………………………………………………………………………………………………………………………………………………………………

(d) Estimated construction costs:

Stage of construction % Amount

1. Excavation – floor slab .. 22 ……………………………………..
2. Walling – linter/beam level 18 ………………………..…………….
3. Roof structure and ceiling 21 …………………..………………….
4. Windows, doors, electrical,

Water and sewage, fittings

And all fixtures.. .. 30 ……………………………….…….

1. Finishing, i.e. wall plastering

Floor screeding and

Painting .. .. .. 9 ………………………………………

Total .. .. 100%

(e) Nature of construction

- self help ……………………………………….. \* yes/no

- contractor ……………………………………… \* yes/no

- if by contractor state: Name. …………………………………

Address. ……………………..………..

(f) Loan repayment period: years. …………………………………….

21. Declaration:

I hereby declare that the above particulars are correct in every detail and thus apply for housing loan of Shs. ……………………… in the event of the loan being granted to me, I undertake to be bound by the terms and conditions of the Revolving Housing Loan Fund.

Date: …………….. 20 ……………. Name:……………………….………………………

\*Delete whichever inapplicable

**PART B: FOR COMPLETION BY THE APPLICANT’S EMPLOYER**

**(CHIEF EXECUTIVE OFFICER)**

I certify that, to the best of my knowledge and belief:

1. the above particulars are correct.
2. the applicant will be able to meet his/her loan obligations.
3. the applicant’s probability of continued employment is good.
4. I shall deduct the applicant’s monthly loan repayments and deposit them with Revolving Housing Loan Fund if requested to do so.
5. Any other comments: ………………………………………………………………………

………………………………………………………………………………………………

1. I \*recommend/do not recommend that the application be granted.

Date ……………………. 20 ……….. Name……………………………………….

Signature ………………………………… Designation. ………………………………..

\*Delete whichever is inapplicable.

**PART C: DECISION OF THE BOARD OF TRUSTEES**

1. Loan for Shs. ………………………………………….. Approved/Not approved.
2. Rate of interest ………………………………………………… per cent per annum.
3. Repayment period ………………………….. years commencing in the month of ……………………………. at Shs. …………………………………….. per month.
4. Mortgage executed on ………………………………………………………………..
5. Insurance cover for Shs. …………………………….…………………………………
6. Revolving Housing Loan Board notified of completion of building ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
7. Additional comments or instruction:

……………………………………………………………………………………………………………………………………………………………………………………..

……………………………………………………………………………………..........

Date. …………… Name and Signature ………………………………………..

Permanent Secretary, Ministry of Finance