

HOUSING ADVANCE – GUIDELINE & REQUIREMENTS

CHECKLIST Construction of a building

GUIDELINES – Documents to be filled by applicant

1. Application Form (Completed by member)
1.1 Member to declare salary account details on statutory declaration page 4 for K600.00 labour/transport fee to be deposited.
2. Irrevocable Authority (Witnessed by Payroll)
3. Member Details Update Form (Completed & witnessed by HR)

REQUIREMENTS – To be furnished by applicant

4. Photocopy of valid ID (drivers licence/passport/employment ID)
5. Copy of Current/Lates Payslip
6. Letter of Confirmation of Employment from Employer
7. Plan of the building
8. Title Copy of the Property (only on state land)
9. Brief report on where you are currently residing & reason why you are applying for housing advance
10. Map/sketch of the location of the house
11. Total Cost of building materials
(Quotation should be obtained from supplier/builder).
12. Proof of additional source of funding if need be after obtaining a Housing Advance from NSL.
13. Proof of ability to meet builders cost
(2 x Separate Statutory Declaration Forms to be completed by applicant & builder on how labour/cost will be arranged).
14. Builder's record / Referees
(Builder to provide record of building houses over the years, how many, where & for whom, or trade certificates, etc. Copies of letters from two referees recommending the builder).

Checking Officer

Certifying Supervisor