

HOUSING ADVANCE – GUIDELINE & REQUIREMENTS

CHECKLIST Renovation & Extension

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. Photo of the building parts that needs improvement or extension
8. Evidence of ownership of property (only on state land)
8. Brief report on where you are currently residing & reason why you are now applying for housing advance
9. Map/sketch of the location of the house
10. Total Cost of building materials (Quotation should be obtained from supplier/builder).
11. Proof of additional source of funding if need be after obtaining a Housing Advance from NSL.
12. 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.

Checking Officer

Certifying Supervisor