

Checklist for Purchase/Transfer

NAME:.....SURVEY REF NO:

APPLICATION DETAILS			
Nos.	Description	Narration	Comments
1.1 1.2 1.3 1.4 1.5 1.6	Application Form Purpose of Loan Application Fees MPI Forms Manual Worksheet Sale &Purchase Agreement	<ul style="list-style-type: none"> • Ensure application form is completed • Purpose of loan to be fully stated. • Attached copy of receipt • Form is completed • Attached loan calculation worksheet • Agreement should contain: <ul style="list-style-type: none"> (i) Full Name(s) of vendor(s) as stated in CTC. (ii) Full Name(s) of purchaser(s) as stated in birth certificate. (iii) Description of property. (iv) Sale Price and Acceptance by both parties (v) Any other information relating to the sale. 	
PERSONAL DETAILS			
2.1	Birth/ Marriage Certificate	<ul style="list-style-type: none"> • Loan term should be aligned to date of birth or retirement age whichever is applicable 	
2.2	Statutory Declaration form	<ul style="list-style-type: none"> • Any variation in the name- ensures Statutory Declaration is attached. • Declaration about undischarged bankruptcy • Declaration from customer(s) if this is their first property. 	
FINANCIAL DETAILS			
3.1	Existing Account (will only be used on loans whereby property is sold/transferred through natural love & affection)	<ul style="list-style-type: none"> • Ensure that existing account is properly maintained. • Existing CLE to be rectified prior to further assessment. 	
3.1	Latest Pay Slip	<ul style="list-style-type: none"> • Obtain proper pay slip that shows all income details. • In the absence of payslip a <u>formal letter</u> from employer confirming income details which shows gross and net income will suffice. 	
3.2	Financial Statement & Cash flow	Where the applicant is in non-receipt of fixed salary then we require either of the followings:	

	OR Tax Assessment Notice	<p>A. <u>Business Financials</u></p> <p>(i) The audited financial statement of the business for at least 3 years.</p> <p>(ii) The cash flow projections for the next 36 months with supplementary note</p> <p>(iii) At least 6 months bank statement for business income.</p> <p>The above has to be prepared by any registered tax agent or chartered accountant.</p> <p>B. <u>Income Return Notice</u></p> <p>Three (3) consecutive years tax assessment notice.</p>	
3.3	FNPF Letter	<ul style="list-style-type: none"> Letter to contain eligibility amount and ensure validity is within 6 months. 	
3.4	Bank statements	<ul style="list-style-type: none"> At least 3 months bank statements. Ensure net income deposited matches amount stated in payslip. 	
PROPERTY DETAILS			
4.1	Certified True Copy of Lease / Title	<ul style="list-style-type: none"> Position of encumbrances / reverse side of the lease Any other charges/ caveats Any town / City Rate Pending Ground Rental 	
4.3	Valuation Report	<ul style="list-style-type: none"> HA valuation up to \$150000.00 In excess of \$150000.00 professional valuation or as per list provided by FNPF Outside valuation to be verified by our Valuers 	
4.3	Engineer's Certificate	<ul style="list-style-type: none"> Ensure its validity for 5 years Certified by a Registered Engineer. 	
4.4	Approved Plans /Specifications	<ul style="list-style-type: none"> Ensure approved by Local Authority. Any proposed extension – approved plan. Costing correctly done in terms of the policy. Expected valuation upon completion. 	
4.5	Costing	<ul style="list-style-type: none"> If loan includes CLE then costing sheet to be filed 	
OTHER REQUIREMENTS			
5.1	FTR Requirement	<ul style="list-style-type: none"> FNPF Card/driving License/Passport. Specimen Signature. Provide TIN Letters & Tax Compliance Certificate. 	