



CDF Housing Co-operative Society Limited

La –Colline Apartments in Upper Hill, Near NIC Building along Masaba Road
 P.O. Box 46682 -00100 Nairobi, Kenya
 Email: cdfhousingsacco@yahoo.com

PROPERTY APPLICATION FORM

SECTION ONE: PERSONAL INFORMATION

Applicant Name : _____
 Company/Organization : _____
 Employment Number _____
 Constituency/work station: _____
 Applicant Mailing Address : _____

Primary Phone Number : _____
 - _____
 Secondary Phone Number : _____
 - _____
 E-Mail : _____
 - _____
 Applicant Type : Individual, Joint Venture

Is the applicant's contribution up-to-date? Yes No

SECTION 2: PROPERTY DESCRIPTION

If you **HAVE** identified property (ies) of interest, please enter each property on the list below and click "Add" after each entry.

Constituency Name	Village	Parcel No (title)	Existing Property Type (Land, house)	Owner of Record

Total Amount of properties :				

SECTION 3: PROPOSED USE

Name of Project : _____

Indicate the use being proposed for the property :

- Commercial
- Residential

Are you applying for a lease or another form of temporary use ? Yes No

SECTION 4: PRICING

Item	Amount (Kshs.)
Purchase Price	
Estimate of other transactional costs (Survey, transfer, Tax, Board fee etc)	
TOTAL	

SECTION 5: FUNDING SOURCES

Item	Amount (Kshs.)
Society Personal Savings	
Society Loan	
Others	
TOTAL	

ATTESTATION AND CERTIFICATION

- I acknowledge that failure to disclose a material fact or to misrepresent a fact can result in a rejection of my application.
- I certify that all of the information contained in my application to purchase is true and correct.
- I understand by signing this, I am authorizing the Society, its affiliates and agents to conduct a credit check and additional background checks, as applicable.

- I acknowledge that the Society, its affiliates and agents may decline my offer for any reason or no reason.
- I acknowledge that the property(ies) that I am seeking is(are) subject to all land use and zoning requirements and restrictions, and I agree that I must comply with all applicable land use, zoning, and property maintenance laws and ordinances. I understand and agree that it is my sole responsibility to determine whether the zoning permits my intended use.

I certify that I have read, understand, and agree to be bound by all the terms of this application. I further certify that all of the statements set forth in this application are complete and true.

AFFIRMATION CHECK BOX AND SIGN BELOW

To signify your agreement with the above terms:

MEMBER’S SIGNATURE..... **DATE**.....

WITNESS NAME..... **ID No**.....

SIGNATURE..... **DATE**.....

A. FOR OFFICIAL USE ONLY

I certify that the application is/is not within the rules if the society.

If not, say

why.....

.....

Loan officer

signature.....Date.....

This loan application should be accepted/ rejected for the amount of

Kshs.....(in words.....

.....Repayable inmonths

General Manager’s

Signature.....Date.....

B. CREDIT COMMITTEE

Loan approval Kshs.....Recoverable in

.....installments, at an interest rate of one per cent per month

on a reduction balance. Indicating the reason for deferral or rejection by ticking proper box.

Reason for deferred loans

- 1. Incomplete information or lack of support document
- 2. Timeliness
- 3. Renegotiable
- 4. Inadequate funds to meet loan demanded

Reasons for rejected loans

- a. Inability to repay or bad payment history
- b. Loan not in proportion to share
- c. Clear outstanding
- d. Excessive loan frequent
- e. Lack of proper guarantors or security
- f. Clear outstanding
- g. Ineligible purpose

Credit Committee Minutes

No.....Date.....

Chairman.....Signature.....

Secretary.....Signature.....

Treasurer.....Signature.....

CHEQUE WRITING

Cheque No. (to Members).....Amount.....

Bank schedule No. (to member).....

Prepared

by.....Signed.....Date.....

DISPATCH OF THE CHEQUE

1. ChequeNo.....Kshs.....Date.....

2. Cheque Posted on.....

3. Cheque Hand-Delivered byKshs.....Date.....

4. ChequeReceivedby.....

5. ChequeNo.....Kshs.....Date.....

ID.No.....Signature.....Date.....