

MORTGAGE FORM

PERSONAL CHECKLIST

BUSINESS MEMBER

- ☐ ID/Passport
- ☐ PIN certificate
- ☐ Referee IDs
- ☐ Certified Bank statements for the last 12 months for registered business
- ☐ Certified Bank statement for the last 2 years for unregistered business
- ☐ Authority to use Bank statement by the other directors
- ☐ Certificate of Incorporation /Registration
- ☐ CR 12 for limited companies /Partnership deed
- ☐ Declaration of Income and Expenditure for one year Business permit

SALARIED MEMBERS

- ☐ ID/Passport
- ☐ PIN certificate
- ☐ Referee IDs
- ☐ Guarantors Ids / Passports
- ☐ Pay slips for the last 3 months (certified by employer)
- ☐ Certified Bank statements for the last 3 months (salary A/C)

MORTGAGE REQUIREMENTS

- ☐ Original title deed/lease agreement
- ☐ Sale agreement
- ☐ Offer letter
- ☐ Occupation certificate
- ☐ Any other relevant document

Please complete this form in block capitals, please note Incomplete forms will be returned unconsidered.

Membership No.

1. MY PERSONAL DETAILS

Name: ID No: PIN No:
 Personal Email Address: Mobile No: Marital Status:
 Current Postal Address: Code:
 Physical Location: Nearest Public Institution:
 Street/Lane: Plot No./ House No:

2. AMOUNT APPLIED (In figures): Kshs : (In words)

3. BANK DETAILS*

*Payments will be made directly to the vendor (Funds will be net of bank charges and loan balances being offset and other incidental costs)

Account Name..... Bank.....
 Branch Account No.

4. EMPLOYMENT DETAILS

Name of employer..... No. of years with Employer:
 Department..... Position.....
 Work physical address..... Telephone (Work)

5. BUSINESS DETAILS (Business members only)

Name of business:Type of business:Registration No:
 PIN No:Years in operationTelephone NoPhysical location

6. REFEREES (One referee must be a relative)

	Referee 1	Referee 2 (Must be a relative)
Full Name		
Relationship		
Tel: (Home/ Mobile)		
ID Number		

7. TERMS & CONDITIONS

I understand that the basic rules applicable to this application are as Listed and understand the loan will be granted only according to these rules.

- a. Members are limited to eight times the sum of shares and deposit held, but subject to availability of funds.
- b. No member will be permitted to suffer total deduction (including Savings, Loan repayment and interest) in excess of two thirds of his/her basic salary /income.
- c. A member will be required to maintain a monthly deposit contribution as shown below;

Loan Amount (Ksh)	Minimum contribution (Ksh)
3,000,000 - 4,000,000	15,000

Loan Amount (Ksh)	Minimum contribution (Ksh)
4,000,001 – 50,000,000	20,000

- d. Members must have contributed for a minimum period of six consecutive months having a minimum share/deposit contribution
- e. Lumpsum contribution for the purpose of securing a loan can be considered only if such money remains in the Society for at least six months, OR subject to a commission between 10% to 40% commission on the lumpsum for members in good standing.
- f. A member of the Sacco who applies for this facility shall make the application to the committee in a manner that the Committee may prescribe.
- g. An application for a mortgage loan shall be accompanied by the following documents;
 - i. A certified copy of the sale agreement relating to the property.
 - ii. Letter of offer.
 - iii. Original title deed of the land
 - iv. Occupation certificate
 - v. Any other document that will be deemed necessary
- h. Leasehold property Where the property intended to be purchased through a loan from the Sacco, no loan shall be granted unless the expiry date of such lease is at least forty-five (45) years from the date the loan is granted.
- i. The interest rate shall be 11% p.a or as maybe revised from time to time.
- j. Where the borrower intends to purchase or acquire a property whose value exceeds the limits as setout and he/she can demonstrate the ability to meet the difference, the borrower shall meet the difference before the disbursements.
- k. The loan will be paid monthly either a direct debit, standing order, check off or any other method as may be prescribed by the committee. The loan granted under these Regulations shall be repayable within a maximum period of 15 years or as may be revised from time.
- l. Lien under loan property; -The Sacco shall register a charge on the property financed through a loan granted under these Regulations and such charge shall impose an obligation on the borrower.
- m. The borrower shall: -
 - i. Not mortgage, charge, surrender the lease, or sell or agree to sell or part with possession of the charged property or any part thereof without the prior written consent of the Committee;
 - ii. Meet and pay all rates, rents, stamp duty, legal fees, valuation costs, insurances (the Sacco may require such insurance be procured through the Sacco) and any other outgoings in respect of the property and send the proof of such payments to the Committee;
 - iii. Provide open transfer forms for the property duly signed by the borrower and a letter authorizing the service provider to facilitate the sale of the property in case of default in payment.
 - iv. Provide all required documents/information.
- n. During the loan repayment period, every borrower shall: -
 - i. Maintain the property in a satisfactory state of repair; and
 - ii. Not to alter or make any structural alteration that may diminish the value of the property or the title thereto without the approval of the Committee/service provider.
- o. No borrower shall be eligible for more than one mortgage at a time.
- p. Custody of Documents- The originals of all documents relating to the property financed by a loan from the Sacco shall be kept in safe custody by the Sacco.
- q. Default in repayment; -
 - i. Where a borrower defaults in the repayment of the loan for a period of six months, the Sacco shall sell the asset and the proceeds there from sale credited to the loan account to defray the outstanding loan.
 - ii. The sale of the asset shall not prevent the Sacco from taking any other remedial action to recover any outstanding amount of the loan still owed by the borrower if that sale fails to raise the full outstanding balance.
- r. The borrower shall bear the costs of stamp duty, transfer fees, legal fees and other related charges.

12. MEMBER DECLARATION

- i) Notwithstanding the credit facility. I/We understand that Mhasibu Sacco Society Ltd shall obtain credit report from Credit Reference Bureau (CRB) as may be required in certain circumstances at the discretion of the Board and share my loan performances with the CRB.
- ii) I hereby declare that the foregoing is true to the best of my knowledge and belief and I agree to abide by the by laws of the society, the credit policy and any variations by the board in respect to above sections. I/we further confirm that, I/we understand that in case of default, the defaults information will be furnished to a CREDIT REFERENCE BUREAU, ICPAK, KASNEB, Other bodies without prior written consent.*

*Mhasibu Sacco lists all loans with CRBs, non-performing loans will be listed as loans in default.

Applicants:

Name..... Signature..... Date:

Witnessed by:

NameSignatureMembership No/ ID No.

IRREVOCABLE INSTRUCTIONS

MODE OF PAYMENT

☐ Check off ☐ Direct Debit ☐ Standing Order ☐ Others (Specify).....

NOTE: All loan applicants will be expected to sign a direct debit Authority as the only means of loan repayment if they are not on a check off system or existing standing order.

To The

..... (Employer)

MEMBER'S SECTION

IRREVOCABLE INSTRUCTION FOR LOANS REPAYMENT

I Employer's No

hereby authorize and request you to deduct from my salary each pay day the sum of shillings (Kshs).....
(in
words).....

LOAN REPAYMENT TERM

Loan repayment (Principal + Interest)	Deposit (matched to loan amount)	Total

With effect from20.....to.....20..... to be paid to Mhasibu Sacco Limited and that in the event of my leaving the institution, my terminal dues equivalent to outstanding loan balance be withheld until a letter of clearance is received from Mhasibu Sacco Limited.

These instructions shall be terminated or amended only with knowledge and written approval of the Board of Mhasibu Sacco limited.

Members Signature: Membership Number: Date:

EMPLOYER'S SECTION (Acknowledgment of irrevocable Instructions)

NameSignature

Date

Designation

OFFICIAL RUBBER STAMP

SOCIETY'S SECTION

(For official use only)

Received By:

Name: Signature:

Date Time

DIRECT DEBIT AUTHORITY FORM

<u>Member Details</u>	<u>Beneficiary details</u>
To	Name: MHASIBU SACCO SOCIETY LTD
Bank Name:	Bank Name: Co-operative Bank of Kenya Ltd
Bank Code:	Branch: Co-operative Bank House, Nairobi
Branch Name:	Branch Code: 11031
A/c No:	Account to be credited: <u>01120040136100</u>
Membership No:	Originator Code: 1235

Member's Name: **ID No.**

Address: **Tel No.**

I/We hereby request, instruct and authorize you to draw against my/ our account with the above mentioned bank or any other bank or branch to which I/ We may transfer my/ our account the sum of Kshs (amounts in words)

..... the amounts necessary for payment of the monthly installment/premium due in respect of the above-mentioned agreement/Sacco on the day of each month commencing on and continuing (as the case may be). All such withdrawals from my/our account by you shall be treated as though they have been signed by me/us personally.

The amounts are variable and may be debited on various dates. I/We understand that you may change the amount and dates only after giving me/us prior notice. I /We understand that the withdrawals hereby authorized will be processed by Direct Debit transfers and I /We also understand that details of each withdrawals will be printed on my bank statement or an accompanying voucher. I/we agree to pay any bank charges relating to this authority.

This authority may be cancelled by me /us giving you 30 (thirty) days' notice in writing, sent by prepaid registered post or delivered to the offices of the above mentioned company/ association but I /We understand that I /We shall not be entitled to any amounts which you have already withdrawn while this authority was in force if such amounts were legally owing to you.

Receipt of this Authority by you shall be regarded as receipt thereof by my/ our bank (whichever it is or will be). I/ We understand that if any Direct Debit Transfer is paid which breaks the terms of this authority, you will make a refund upon application.

Sign Date

(Member's Signature as used for signing cheques)

Witnessed By..... (MHASIBU SACCO STAFF)

Sign.....

For Bank use only:

Confirm Bank Details & Signature:..... Approved By:.....

Date Stamp: