



APPLICATION FOR A PENSION-BACKED HOUSING LOAN GUARANTEE

PLEASE NOTE: Shaded areas to be completed by the UCTRF Office

Please note that the Bank's policy does not accept borrowers that are non-residents and those that are refugees. Only green ID books/smart cards are acceptable. A refugee is generally issued with a section 24 permit, which allows such person to remain for a specified period of 2 years in South Africa, and it is renewable upon expiration of its validity after the review process by an RSDO. In this case, it is a risk for the Bank to grant a pension backed loan to an individual whose residential status is not confirmed and is not certain and long-term.

MEMBER PARTICULARS:

Name: _____

Staff No.: _____

Dept: _____

PROPERTY DETAILS: (This section must be completed)

Address: _____

Attach copies of the following documents:

1. Deed of purchase or proof of ownership
2. Marriage certificate (if the house is co-owned by spouse)

PURCHASE OF PROPERTY (to be completed when buying a property)

Attach a copy of the offer to purchase

Amount of housing loan required: R _____

Reason for housing loan (eg. deposit, legal fees etc): _____

IMPROVEMENTS / REPAIRS (to be completed where improvements / repairs are to be made)

Documents required:

1. Quotes or cost estimates to make improvements / repairs plus
2. Plans of proposed improvements (if available)

Nature of improvements **(this must be completed)**:

Amount of housing loan required: R _____

3. Provide date for inspection by the UCTRF Office _____

4. Provide proof of payments to contractors/third parties to the UCTRF office

DECLARATION BY MEMBER:

Please check your application carefully and ensure that all the required documents are attached and sign the declaration below.

I certify that the above information is true and correct and that no relevant information has been omitted.

I request that a housing loan be granted to me for R _____.

I certify that the loan applied for will be utilised for housing purposes as required in terms of the Pension Funds Act. No. 24 of 1956 as follows: **(Please make a cross (X) in the relevant box(es))**

To purchase a dwelling or land and erect a dwelling on it for my occupation or my dependants;

To make additions or alterations to or maintain or repair a dwelling belonging to me or my spouse and which is or will be occupied by myself or my dependants. Additions and alterations are fixed and not moveable.

The home described above is owned by myself, is my primary residence and will be for immediate occupation by myself and/or my spouse and/or my children who are dependants of mine.

DECLARATION BY MEMBER (CONTINUATION):

I fully understand the conditions of the Housing Loan Scheme and I undertake to abide by the said conditions, which I understand can be amended or varied from time to time.

Signed: _____ Date: _____ Work Tel.: _____

Witness: _____ Date: _____

DECLARATION BY FUND:

On behalf of the Fund I confirm that the housing loan application has been approved for submission to the bank.

Signature: _____ Date: _____

(DEPUTY PRINCIPAL OFFICER OF THE UCTRF)

QUOTATION CHECKLIST

Before you return your application to us, make sure that the quotation has the following information:

| | |
|--|--|
| Company /Contractor/ Builder's name | |
| Physical Address of Company /Contractor/ Builder's name | |
| Contact office telephone number of Company /Contractor/ Builder's name | |
| Signature of Company /Contractor/ Builder's name | |
| Your residential address or place where the work is to be done | |
| A description / illustration of Rooms or Areas to be improved or repaired (this could be done through writing or drawing of plans) | |
| Pictures of the Rooms or Areas that need to be improved or repaired | |

DOCUMENTATION CHECKLIST

Before you return your application to us, make sure that the following documentation is attached:

| | |
|--|--|
| Certified copy of ID and ID book | |
| Proof of Ownership or Offer to Purchase | |
| Three latest consecutive original payslips | |
| Three months bank statements | |
| Proof of residential address (not older than three months) | |
| Income and expense sheet | |
| Detailed quotations for alterations/ additions/ repairs | |

SPOUSE CHECKLIST

IF MARRIED IN COMMUNITY OF PROPERTY

| | |
|------------------------------|--|
| Marriage certificate | |
| Certified copy of ID | |
| Latest payslip | |
| Three months bank statements | |
| Income and expense sheet | |

IF MARRIED OUT OF COMMUNITY OF PROPERTY (ANTENUPTIAL CONTRACT)

| | |
|----------------------|--|
| Marital contract | |
| Certified copy of ID | |

***Please note if you are divorced, a copy of your divorce decree is required.**