

# **LOAN APPLICATION FORM**



Application no.

**MANAGING DIRECTOR  
NIC BANK LTD**

Dear Sir,

I /We would like to apply for a loan of KShs..... from NIC Bank payable over a period of..... months. The loan will be used to finance.....

In support of this application I/we have given the information hereunder which I/we confirm to be complete, accurate and true to my/our knowledge. I/We also authorise you to obtain any other information that may be required from any other sources including but not limited to my employer; each source being hereby authorised by me to provide you with such information. I/We accept to be bound by terms and conditions as contained in the attached NIC Bank Terms and Conditions on loans or as amended from time to time at the sole discretion of the Bank.

**APPLICANT**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECOND APPLICANT (IF JOINT APPLICATION)**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WITNESSED STAFF MEMBER**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# PLEASE COMPLETE THIS FORM IN BLOCK LETTERS

## A. TYPE OF LOAN

Home loan

Secured or car Loan

Unsecured Loan

### For secured lending

Type of security provided: \_\_\_\_\_

Value of security provided: \_\_\_\_\_

## B. APPLICANT'S PERSONAL DETAILS

### FIRST APPLICANT

Prof/Dr./Mr/Mrs/Miss

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Name(s): \_\_\_\_\_

Mother's Maiden Name (For security purposes): \_\_\_\_\_

Nationality: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I.D./Passport No: \_\_\_\_\_ Passport Expiry Date: \_\_\_\_\_

Country of Residence: \_\_\_\_\_ Pin Number: \_\_\_\_\_

Telephone: Office: \_\_\_\_\_ Fax: \_\_\_\_\_

Residential: \_\_\_\_\_

Mobile 1: \_\_\_\_\_ Mobile 2: \_\_\_\_\_

E-mail: Personal: \_\_\_\_\_ Office: \_\_\_\_\_

Marital Status:  Single  Married  Divorced  Widowed

Number of Dependents: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Post Office Name/Code: \_\_\_\_\_

Town: \_\_\_\_\_ Country: \_\_\_\_\_

Residential Address: Estate Name: \_\_\_\_\_ Street Name: \_\_\_\_\_

House/Plot No. \_\_\_\_\_

Residential Status:  Rented  Mortgaged  Owned  Employer  Other

Length of stay at residential address given \_\_\_\_\_

If period is less than one year, give previous address:

Estate Name: \_\_\_\_\_ Street Name: \_\_\_\_\_ House/Plot No: \_\_\_\_\_

For re-mortgages:  tick here if the address is the same as the property address to be indicated in Section F, or else use the spaces below: \_\_\_\_\_

### SECOND APPLICANT (If Joint Application)

Prof/Dr./Mr/Mrs/Miss

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Name(s): \_\_\_\_\_

Mother's Maiden Name (For security purposes): \_\_\_\_\_

Nationality: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I.D./Passport No: \_\_\_\_\_ Passport Expiry Date: \_\_\_\_\_

Country of Residence: \_\_\_\_\_ Pin Number: \_\_\_\_\_

Telephone: Office: \_\_\_\_\_ Fax: \_\_\_\_\_

Residential: \_\_\_\_\_

Mobile 1: \_\_\_\_\_ Mobile 2: \_\_\_\_\_

E-mail: Personal: \_\_\_\_\_ Office: \_\_\_\_\_

Marital Status:  Single  Married  Divorced  Widowed

Number Of Dependants \_\_\_\_\_

Postal Address: \_\_\_\_\_ Post Office Name/Code: \_\_\_\_\_

Town: \_\_\_\_\_ Country: \_\_\_\_\_

Residential Address: Estate Name: \_\_\_\_\_ Street Name: \_\_\_\_\_

House/Plot No. \_\_\_\_\_

Residential Status:  Rented  Mortgaged  Owned  Employer  Other

Length of stay at residential address given \_\_\_\_\_

If period is less than one year, give previous address:

Estate Name: \_\_\_\_\_ Street Name: \_\_\_\_\_ House/Plot No: \_\_\_\_\_

For remortgages:  tick here if the address is the same as the property address to be indicated in **Section F**, or else use the spaces below: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## C. EMPLOYMENT DETAILS

### FIRST APPLICANT

Name of Employer: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Post Office Name/Code: \_\_\_\_\_

Position Held: \_\_\_\_\_

Length of Service: \_\_\_\_\_ Terms of Service: \_\_\_\_\_

**(If contract please indicate remaining term):** \_\_\_\_\_

Previous Employer **(If under 3 years):** \_\_\_\_\_

Gross Salary: \_\_\_\_\_

### SECOND APPLICANT (If joint application.)

Name of Employer: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Post Office Name/Code: \_\_\_\_\_

Position Held: \_\_\_\_\_

Length of Service: \_\_\_\_\_ Terms of Service: \_\_\_\_\_

**(If contract please indicate remaining term):** \_\_\_\_\_

Previous Employer (If under 3 years): \_\_\_\_\_

Gross salary: \_\_\_\_\_

## **D. BANKING DETAILS**

### **FIRST APPLICANT**

#### **D(i). RELATIONSHIP WITH NIC BANK**

Account Type:  Current  Savings

Account No: \_\_\_\_\_ Branch/ Service Centre: \_\_\_\_\_

Borrowing  Yes  No

Loan Account No: \_\_\_\_\_ Original Amount: \_\_\_\_\_

Monthly Repayment: \_\_\_\_\_ Current Balance: \_\_\_\_\_

Final Payment Due: \_\_\_\_\_ Security Held: \_\_\_\_\_

#### **D(ii). ACCOUNTS WITH OTHER BANKS (Attach last 3 months' statements)**

Name of Bank: \_\_\_\_\_

Account Type  Current  Savings

Account No: \_\_\_\_\_ Branch: \_\_\_\_\_

Borrowing  Yes  No

Loan Account No: \_\_\_\_\_ Original Amount: \_\_\_\_\_

Monthly Repayment: \_\_\_\_\_ Current Balance: \_\_\_\_\_

Final Payment Due: \_\_\_\_\_ Security Held: \_\_\_\_\_

### **SECOND APPLICANT (If joint application)**

#### **D(i). RELATIONSHIP WITH NIC BANK**

Account Type  Current  Savings

Account No: \_\_\_\_\_ Branch/ Service Centre: \_\_\_\_\_

Borrowing  Yes  No

Loan Account No: \_\_\_\_\_ Original Amount: \_\_\_\_\_

Monthly Repayment: \_\_\_\_\_ Current Balance: \_\_\_\_\_

Final Payment Due: \_\_\_\_\_ Security Held: \_\_\_\_\_

#### **D(ii). ACCOUNTS WITH OTHER BANKS (Attach last 3 months' statements)**

Name of Bank: \_\_\_\_\_

Account Type  Current  Savings

Account No: \_\_\_\_\_ Branch: \_\_\_\_\_

Borrowing  Yes  No

Loan Account No: \_\_\_\_\_ Original Amount: \_\_\_\_\_

Monthly Repayment: \_\_\_\_\_ Current Balance: \_\_\_\_\_

Final Payment Due: \_\_\_\_\_ Security Held: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**E. OTHER FINANCIAL COMMITMENTS/BUDGET PLANNER**

Please provide details of all bank loans, secured loans, personal loans and hire purchase agreements outstanding, along with details of credit, store and charge cards that you currently hold. If you need more space, please attach a separate sheet.

Customer		Loan Type/Card Name	Please tick if loan is secured	Outstanding Balance	Average Monthly Payment	Please indicate below any amounts which you intend to clear
1st	2nd					

Do you have other home loans or a guarantor for any loan? Yes (If yes please provide full details)  
No

**BUDGET PLANNER**

First applicants earnings after Tax/ Deductions: \_\_\_\_\_  
 Other Income (give details): \_\_\_\_\_  
 Your total monthly income: \_\_\_\_\_ (A)

**MONTHLY EXPENDITURE**

New loan: \_\_\_\_\_  
 Other monthly loan repayments: \_\_\_\_\_  
 Monthly hire purchase repayments or standing orders: \_\_\_\_\_  
 Total commitments: \_\_\_\_\_ (B)  
 Your total surplus income: \_\_\_\_\_ (A-B)

**TO BE COMPLETED BY HOME LOAN APPLICANTS ONLY**  
**YOUR EXISTING PROPERTY**

Property	LR. No	Location	Estimated Value	Income Derived



## F. YOUR CHOSEN HOME LOAN AND BORROWING REQUIREMENTS

*(Please proceed to the applicable section)*

### PURCHASE

Estimated valuation: KShs. \_\_\_\_\_  
Purchase price: KShs. \_\_\_\_\_  
Amount of your contribution: KShs. \_\_\_\_\_  
Amount of loan required: KShs. \_\_\_\_\_  
Term of loan: \_\_\_\_\_ Repayment amount: \_\_\_\_\_

Please indicate the source and amount of your contributions:

Sale of existing property KShs. \_\_\_\_\_ Gift KShs. \_\_\_\_\_  
Secondary borrowing KShs. \_\_\_\_\_ Gift KShs. \_\_\_\_\_  
Other KShs. \_\_\_\_\_ Please specify: \_\_\_\_\_

### RE-MORTGAGE

Balance of existing home loan KShs. \_\_\_\_\_ **A:**  
*(Include any associated linked accounts)*  
Any additional amount KShs. \_\_\_\_\_ **B:**  
Term of loan: \_\_\_\_\_  
Purpose of additional amount: \_\_\_\_\_  
Repayment amount: \_\_\_\_\_  
Total amount of borrowing required ? KShs. \_\_\_\_\_ **A+B**

Is the name(s) on this application different from that of your current home loan?

No

Yes

*(Please give the names on your current home loan in section I)*

If the new home loan is to be in different names compared to your existing home loan, then a transfer of equity will be required. Please note that a transfer of equity may delay the re-mortgage process.

## G. DETAILS OF THE PROPERTY TO BE MORTGAGED

### A. PLEASE ENTER PROPERTY DETAILS BELOW

Address: \_\_\_\_\_ Plot No: \_\_\_\_\_  
Street: \_\_\_\_\_ Road: \_\_\_\_\_  
Title No. \_\_\_\_\_ Plot Size: \_\_\_\_\_

What is the purchase price or, for a re-mortgage, the estimated current value KShs.

If securing the facility with more than one property, please indicate the additional property details in a similar format as

above.

Address: \_\_\_\_\_ Plot No: \_\_\_\_\_  
Street: \_\_\_\_\_ Road: \_\_\_\_\_  
Title No. \_\_\_\_\_ Plot Size: \_\_\_\_\_

**B. TYPE OF PROPERTY**

House/Bungalow  Flat  Maisonette

Type of Tenure:  Freehold  Leasehold

Vendors (sellers name): \_\_\_\_\_  
Address (where applicable): \_\_\_\_\_

On what date is the sale expected to be completed and the purchase price paid?.....  
Name(s) and the contact details of your advocate(s) if applicable

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Leasehold properties only: \_\_\_\_\_  
Unexpired term of lease: \_\_\_\_\_ Years: \_\_\_\_\_  
Group Rent: \_\_\_\_\_ Per Annum: \_\_\_\_\_  
Service/ Maintenance Charge: \_\_\_\_\_ Per Annum: \_\_\_\_\_

**H. VALUATION AND VIEWING ARRANGEMENTS**

We will require a valuation of the property for the purpose of assisting your home loan application. It is recommended that a more detailed report is appropriate for your own protection. If you are applying for a home loan, this is normally required as we will carry out our own assessment of the property value.

Please ensure that the person with whom an appointment is to be arranged is aware that they will be contacted.

Who should the valuer contact to arrange the inspection? In case of a re-mortgage, this may be you.

Name: \_\_\_\_\_

For re-mortgages  tick here if the address is the same as the property address entered in **Section B**, otherwise, please use the box below.

Address: (Including postcode): \_\_\_\_\_

Contact Number: \_\_\_\_\_

Best time to contact:  Daytime  Evening

For purchases only, please provide details of the person selling the property.

Name: \_\_\_\_\_  
\_\_\_\_\_



Address: \_\_\_\_\_

If different from property address: \_\_\_\_\_

## REFEREES

*(Please indicate details of two non-family referees below)*

1. Surname: \_\_\_\_\_ Other Names: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Home: \_\_\_\_\_

Work: \_\_\_\_\_

2. Surname: \_\_\_\_\_ Other Names: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Home: \_\_\_\_\_

Work: \_\_\_\_\_

## CUSTOMER DECLARATION

I/We authorise you to obtain any information you may require relating to this application from my/our employers, if any and from any other source to which you may apply, each source hereby authorised by me/us to provide you with such information.

I/We undertake to notify the bank immediately of any situation which materially changes the representation of this application.

I/We hereby authorize the bank to disclose any and all information in respect of my/ our account to the guarantors for as long as the guarantor's liability of this debt outstands.

I/We confirm that the Bank has not offered any advice regarding suitability of property or home loan and that I/We shall obtain dependant legal advice with regard thereto.

I/We confirm that I/We am/are in good health.

I/We accept and agree to be bound by the terms and conditions as contained in the home loan Terms and conditions.

First Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Second Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed and checked by a member of staff

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

## FOR BRANCH/ SERVICE CENTRE USE ONLY

The following documents have been verified in discussions with the client and use of bank records:

Loan Application                       Copy of ID                       3 Months Payslip                       6 Month Statements

Employers letter to remit salary & benefits                       Application for Insurance Cover

Any other documents (specify) \_\_\_\_\_

Brief Comments \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Recommended                       Declined

### For Head Office use only

Confirmed that documents above are in good order     YES     NO

Debt Ratio (I/f)                      Complied with Policy     YES     NO

Satisfactory Current Account Operation                       YES     NO

Satisfactory Loan Replacement History                       YES     NO

Observation & Conclusion \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved                      Amount Kshs \_\_\_\_\_  
Interest Rate% \_\_\_\_\_  
Repayment Period \_\_\_\_\_ Months

Declined                      Reasons \_\_\_\_\_  
\_\_\_\_\_

Credit Manager                      Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_