



# National Housing Trust

## Loan Application

### (Daily Intake)

FOR OFFICIAL USE

LOAN TYPE

CIF #1

NIS #1

TRN #1

LOAN A/C #1

Applicant

Place  
Photograph  
Here

**IMPORTANT:**  
*PLEASE CAREFULLY READ THE INSTRUCTIONS BELOW BEFORE ATTEMPTING TO COMPLETE THIS FORM.  
THIS LOAN APPLICATION FORM WILL NOT BE ACCEPTED IF IT IS NOT PROPERLY COMPLETED.*

### INSTRUCTIONS

- WHERE 'BOXES' ARE PROVIDED, PLACE AN 'X' IN THE BOX WHICH APPLIES TO YOU. WRITE IN YOUR ANSWERS USING CAPITAL LETTERS.
- COMPLETE ALL SECTIONS OF THE FORM THAT APPLIES TO YOU, **EXCEPT THE SHADED SECTIONS MARKED 'FOR OFFICIAL USE'** . THESE SHADED SECTIONS ARE FOR THE USE OF THE NHT.
- IF ANY SECTION OF THE FORM DOES NOT APPLY TO YOU, PRINT "**NOT APPLICABLE**" ACROSS THE SECTION.
- DO NOT USE WHITEOUT (CORRECTION FLUID) OR RUBBER (ERASER) ON THIS FORM. CORRECT ANY MISTAKE(S) BY DRAWING A LINE THROUGH THE MISTAKE(S) AND INITIALING SAME.**
- NAME:** THE NAME YOU PUT ON THE APPLICATION FORM MUST BE THE NAME YOU NOW USE ON ANY LEGAL OR OTHER IMPORTANT DOCUMENT.
- DATE:** SHOULD BE FILLED IN AS SHOWN IN THIS EXAMPLE: DD/MM/YYYY: 31/03/2011
- ADDRESS:** WRITE THE NUMBER OF THE HOUSE, AND THEN THE NAME OF THE STREET. (e.g., 12 MILKY WAY). IF YOU ARE LIVING IN THE PARISH OF ST. ANDREW, PLEASE ALSO INDICATE THE AREA IN WHICH YOU LIVE (e.g., KINGSTON 10).
- OCCUPATION:** PLEASE GIVE YOUR PRECISE OCCUPATION (e.g., POLICE INSPECTOR, TEACHER, CASHIER) IF YOU HAVE MORE THAN ONE OCCUPATION, PLEASE STATE THEM.

### GENERAL INFORMATION

- CONTRIBUTOR STATUS:**
  - YOU MUST BE A CURRENT CONTRIBUTOR.

CONTRIBUTOR MEANS ANY EMPLOYED PERSON, SELF-EMPLOYED PERSON, VOLUNTARY CONTRIBUTOR OR DOMESTIC WORKER AND EVERY EMPLOYER WHO IS REQUIRED TO MAKE CONTRIBUTIONS.

EMPLOYED MEANS A PERSON OVER THE AGE OF 18 AND UNDER RETIREMENT AGE, GAINFULLY OCCUPIED IN EMPLOYMENT AND NOT EARNING LESS THAN MINIMUM WAGE.

SELF-EMPLOYED MEANS A PERSON WHO IS GAINFULLY OCCUPIED IN JAMAICA WHO, IN RELATION TO THAT OCCUPATION, IS NOT AN EMPLOYED PERSON.
- GROSS INCOME**

THE TOTAL AMOUNT THAT YOU EARN BEFORE TAX IS DEDUCTED (THIS SUM MUST INCLUDE SALARY, ALLOWANCES, AND COMMISSIONS).

NOT TO BE SOLD



# Housing Loan Application

SECTION A

PERSONAL PARTICULARS

1. ARE YOU CURRENTLY CONTRIBUTING TO THE NHT?

☐ YES

☐ NO

2. NATIONAL INSURANCE NUMBER (NIS)

3. TAXPAYER REGISTRATION NUMBER (TRN)

-

4. GENDER

☐ MALE

☐ FEMALE

5. SURNAME

6. FIRST NAME

7. MIDDLE NAME(S)

8. HAVE YOU HAD A NAME CHANGE BY MARRIAGE OR DEED POLL?

☐ YES

☐ NO

9. IF YES, STATE PREVIOUS NAME(S)

10. DATE OF BIRTH

DAY

MONTH

YEAR

11. MARITAL STATUS

☐ MARRIED

☐ SINGLE

☐ DIVORCED

☐ OTHER

SECTION B

PARTICULARS OF RESIDENCE AND OWNERSHIP

1. ARE YOU THE REGISTERED OWNER OF ANY RESIDENTIAL PROPERTY?

☐ YES

☐ NO

1(a) IF YES, WHAT TYPE OF RESIDENTIAL PROPERTY IS IT?

☐ HOUSE LOT

☐ HOUSE

1(b) WHAT IS THE VOLUME, FOLIO NUMBER AND ADDRESS?

VOLUME NUMBER:

ADDRESS:

FOLIO NUMBER:

2. THE HOUSE THAT YOU LIVE IN:

☐ DO YOU LEASE/RENT IT?

☐ DO YOU OWN IT?

☐ DO YOU LIVE RENT FREE?

☐ IS IT OWNED BY SPOUSE/COMMON LAW PARTNER?

3. PLEASE TELL US WHERE YOU LIVE,

NO./STREET

DISTRICT/AREA

PARISH

4. HOW LONG HAVE YOU BEEN LIVING AT THIS ADDRESS?\_\_\_\_\_(YRS/MTHS)

5. WHAT IS THE ADDRESS WHERE YOU LIVED PREVIOUSLY?

NO./STREET

DISTRICT/AREA

PARISH

6. HOW LONG DID YOU LIVE AT THIS ADDRESS?\_\_\_\_\_(YRS/MTHS)

7. WHAT IS THE NAME OF THE OWNER OF THE HOUSE WHERE YOU PREVIOUSLY LIVED?

SECTION C

CONTACT INFORMATION

1. YOUR EMAIL ADDRESS

2. TELEPHONE NUMBER (HOME)

3. CELLULAR NUMBER

4. WHERE DO YOU RECEIVE LETTERS?

NO./STREET

DISTRICT/AREA

PARISH

TELEPHONE NUMBER

SECTION D

PREVIOUS NHT APPLICATION

1. HAVE YOU EVER RECEIVED A LOAN FROM THE NHT?

☐ YES

☐ NO

3. HAVE YOU EVER JOINED WITH OR CO-APPLIED WITH ANYONE WHO HAS OBTAINED A LOAN FROM THE NHT?

☐ YES

☐ NO

5. IF YES TO 1 or 3, IS YOUR NAME ON THE TITLE OF THE PROPERTY?

☐ YES

☐ NO

7. IF YES TO 1, 2 or 3, WHAT WAS THE PURPOSE OF THE LOAN?

2. HAVE YOU EVER TAKEN OVER A LOAN FROM SOMEONE WHO RECEIVED THE LOAN FROM THE NHT?

☐ YES

☐ NO

4. HAVE YOU EVER GUARANTEED A LOAN AT THE NHT?

☐ YES

☐ NO

6. IF YES TO 2 or 3, STATE NAME(S) OF PERSON(S) AND N.I.S. NUMBER(S)

NAME

NIS NUMBER

NAME

NIS NUMBER

SECTION E

LOAN TYPE

1. WHAT DO YOU PLAN TO DO WITH THE LOAN?

TO BUY

☐ HOUSE

☐ LAND

TO BUILD

☐ ON OWN LAND

☐ ON ANOTHER OWNER’S LAND

TO IMPROVE

☐ STUDIO UNIT/ONE BEDROOM

☐ HOUSE

OTHER PURPOSES

☐ SOLAR WATER HEATER

☐ SOLAR PANEL

☐ OTHER

Please state

F:2-2-025 March 2024 Designed by BPE/BPO Dept.

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SECTION F

PRESENT EMPLOYMENT

1.WHICH TYPE OF NHT CONTRIBUTOR ARE YOU? ☐ EMPLOYED ☐ SELF-EMPLOYED ☐ BOTH ☐ VOLUNTARY

2. WHAT IS YOUR MAIN OCCUPATION? (IF YOU ARE SELF-EMPLOYED ONLY , GO TO SECTION G)

3. PROVIDE DETAILS OF YOUR PRESENT EMPLOYMENT.

NAME OF EMPLOYER/COMPANY

WORKPLACE LOCATION

STREET

DISTRICT/AREA

PARISH TELEPHONE NUMBER(S)

4. HOW LONG HAVE YOU BEEN WORKING WITH THIS COMPANY? FROM MONTH YEAR TO PRESENT

5. WHAT IS YOUR GROSS INCOME (i.e., BEFORE TAX)? \$ WEEKLY FORTNIGHTLY MONTHLY

6. DO YOU HAVE ANY OTHER SOURCE OF INCOME? YES NO

6(a) IF YES, STATE THE AMOUNT AND HOW FREQUENTLY YOU RECEIVE THIS AMOUNT? \$ WEEKLY FORTNIGHTLY MONTHLY

6(b) DO YOU PAY NHT CONTRIBUTION ON THIS INCOME? YES NO

SECTION G

SELF EMPLOYMENT  
(FOR SELF-EMPLOYED PERSONS ONLY)

1. WHAT IS YOUR INCOME AFTER BUSINESS EXPENSES? \$ WEEKLY FORTNIGHTLY MONTHLY

2. DO YOU PAY NHT CONTRIBUTIONS ON THIS INCOME? YES NO

3. PERIOD OF CONTRIBUTION: FROM: MONTH YEAR TO: MONTH YEAR

SECTION H

PREVIOUS EMPLOYMENT

NAME OF EMPLOYER(S)	PERIOD WORKED (MM/YYYY)	
(i)	FROM	TO
(ii)	FROM	TO
(iii)	FROM	TO
(iv)	FROM	TO

SECTION I

MONTHLY INCOME AND EXPENSES

MONTHLY INCOME		MONTHLY EXPENSES	
(A) INCOME BEFORE DEDUCTIONS	\$	(A) RENT/LEASE/MORTGAGE	\$
(B) TOTAL DEDUCTIONS (Taxes, NIS, etc.)	\$	(B) BANK OR CREDIT UNION LOAN PAYMENTS	\$
(C) INCOME AFTER DEDUCTIONS (i.e. A minus B)	\$	(C) CREDIT CARD PAYMENTS	\$
(D) ADDITIONAL INCOME (MONTHLY)	\$	(D) FOOD/HOUSEHOLD EXPENSES (include ELECTRICITY, WATER, ETC.)	\$
		(E) TRANSPORTATION (MOTOR VEHICLE/ GAS/TAXI/BUS	\$
		(F) COMPULSORY SAVINGS	\$
		(G) LOANS	\$
		(H) OTHER LIVING EXPENSES (include SCHOOL FEES, ETC.)	\$
TOTAL MONTHLY INCOME (i.e. C plus D above)	\$	TOTAL MONTHLY EXPENSES	\$

