



REPUBLIC OF BOTSWANA

**APPLICATION FORM FOR RESIDENTIAL PROPERTY ADVANCE AND GUARANTEE THEREOF IN TERMS OF THE MOTOR VEHICLE AND RESIDENTIAL PROPERTY ADVANCE GUARANTEE SCHEME**

**PART I**

**APPLICATION FOR RESIDENTIAL PROPERTY ADVANCE**

*(Please complete Parts I & II only and use the "Tab" key to navigate through the form when completing on-screen)*

**TO:**

**STANDARD CHARTERED BANK BOTSWANA LTD  
GABORONE.**

1. I (Applicant's full name) **Mrs. Enter your full names.** of Identity number **Enter your ID number** living at **Enter your full physical address**  
Postal Address **Enter your postal address** , Previous Physical address for the past two years **full physical address**  
Telephone No. **Home telephone number**, Work: **work telephone number**, Cell phone No. **cell phone number**, Email Address **email address (marital status.)**, Home Village **home village**, Name of Chief/Headman **village chief**, Ward/Street name **ward/street name** employed as,  
Designation: **designation.**  
Department: **Department**  
Ministry: **Ministry**  
Salary Advice Slip Number **pay slip Number.**

**NEXT OF KIN**

**Referees/Spouse**

Full Name **Full Names** Relation **Choose an item** Date of Birth **enter a date** Cell phone No. **Cell phone number**  
Physical Address **plot number, ward, village/town/city** Postal Address **postal address**

**Referee (Relative not staying with applicant)**

Full Name **full names** Relation **Choose an item** Date of Birth **enter a date.** Cell phone No. **Cell phone number**  
Physical Address **plot number relative's ward village/tow/city** Postal Address **postal address**

Hereby apply for an Advance to **purpose of loan.**  
a residential property details of which are given below:

- a) Lot No: **plot number.**  
City/Town/Village\*: **town or village**  
Ext/Ward\*: **location or kgotla.**
- b) Estimated cost/purchase price of Property **Pcost of property.**
- c) Market value of Property **P.....**
- d) Particulars of the present owner of the Property (in the case of existing property only)  
Full Name **Choose an item. Present owner**  
Physical Address **owner's plot number , present owner's ward, present owner's village/town/city**  
Postal Address **present owner's postal address** Telephone No. Home **present owner's home** Work **present owner's work number** Cell phone **present owner's cell phone number** Email Address **present owner's email address**
- e) Loan amount **P advanced applied for.**
- f) Less deposit **P deposit if applicable.**
- g) Actual loan advanced by Bank **P amount advanced.**
- h) To whom disbursements are made:-

- i) Seller of the Property **name of seller of the property.**  
 Physical Address **present owner's plot number , present owner's ward, present owner's village/town/city**  
 Postal Address **present owner's postal address**  
 Telephone No. Home **present owner's home number** Work **present owner's work number** Cell phone **present owner's cell phone number** Email Address **present owner's email address**
- ii) Estimated construction period **construction estimation time** commencing within one (1) month following first disbursement.

- 2. I agree that this application on acceptance shall form the basis of the loan agreement between myself and the Bank.
- 3. I agree to repay the amounts falling due in respect of the sum advanced to me by **loan period in months** monthly instalments. I understand that the number of instalments may be more or less than this number depending on any variation of the rate of interest chargeable and I understand further that payment of instalments will be effected by monthly deductions from my salary commencing on a date after notification by the Bank to the Accountant-General and that the Accountant-General will remit the instalments to the Bank.
- 4. I make this application in the knowledge that it constitutes an offer to contract with the Bank, legally binding upon me, and that in the event of your acceptance hereof this offer shall form an agreement legally binding upon me in its entirety.

.....  
*Date*

.....  
*Signature of Applicant*

**PART II**  
**APPLICATION FOR GUARANTEE OF RESIDENTIAL PROPERTY ADVANCE**

**TO:**  
**Permanent Secretary**  
**Ministry of Finance and Economic Development**  
**Private Bag 008**  
**Gaborone**

for and on behalf of the Government of Botswana (herein after called "the Government".)

- 1. I, the applicant named in Part I hereof, hereby apply to the Government of Botswana to guarantee repayment of the advance for **Choose purpose of loan** of a residential property applied for under Part I hereof by **Choose a bank** Bank (hereinafter called "the Bank") to myself in terms of its existing security agreement with the Bank.
- 2. (a) I agree to hold the residential property covered in terms of the Government Residential Property Insurance Scheme throughout the period of outstanding advance.  
 (b) I agree to pay the monthly premiums under the Government Residential Property Insurance Scheme by monthly deductions from my salary and I agree that the Accountant-General will remit such premiums directly to the Insurer. I further note and agree that I will pay any other premium as the Government shall agree with the Insurer, and that no prior reference need be made to me before deducting such altered amount from my salary.
- 3. I agree that preference will be given to Government to hold first mortgage on the property. Second mortgage bond on the property may be permitted on condition that Government shall have the first settlement to the first mortgage bond.
- 4. I undertake that in the event that I cease to be employed by Government I shall forthwith pay to the Government the full balance outstanding in respect of the advance.
- 5. I agree to indemnify the Government in respect of any liability it might incur by reason of any breach by me of my obligations under my agreement with the Bank for the advance and I further agree that any salary, gratuities, pension and other moneys due to me from the Government or from any other source and any movable or fixed property may be applied by the Government in diminution or extinction of any liability that the Government shall incur to the Bank or to any other person arising from the Guarantee during the period of outstanding advance or from any breach by me of my said agreement with the Bank.
- 6. I make this application in the knowledge that it constitutes an offer to contract with the Government, legally binding upon me, and that in the event of the Government's acceptance hereof this offer shall form an agreement legally binding upon me in its entirety.

.....  
*Date*

.....  
*Signature of Applicant*

**PART III**  
**RECOMMENDATION BY HEAD OF DEPARTMENT**

1. I certify that Mr/Mrs/Miss/Dr/Prof\* .....  
in the Ministry of .....  
Salary Advice Slip Number.....is eligible for a Residential Property Advance.
2. I certify that the terms of service of the above named Officer are Permanent and Pensionable/Contract\* and that:-  
(a) the Officer has been confirmed in his/her\* appointment.  
(b) the commencement and duration of his/her\* Contract is:-  
From.....20..... to.....20.....
3. I certify that the Officer qualifies for a residential property advance.
4. I certify that payment of the monthly instalments and insurance will not cause, to the best of my knowledge, any financial embarrassment to the Officer.
5. I recommend that the application in respect of Mr/Mrs/Miss/Dr/Prof\* .....  
.....be approved in full up to a limit of P.....

•Delete whichever is not applicable

.....  
*Date*

.....  
*For Permanent Secretary (Signature)*

.....  
*Print Full Names*

**PART IV**

Approval by the Ministry of Finance and Economic Development:

Loan approved subject to registration of mortgage bond in favour of Botswana Government

.....  
*Date*

.....  
*For Permanent Secretary*

.....  
*Print Full Names*

**PART V**

**BANKS TO WHOM THIS LOAN GUARANTEES APPLIES:**

Standard Chartered Bank  
ABSA Bank Botswana  
Bank Gaborone  
Botswana Savings Bank  
Stanbic Bank  
First National Bank  
Banc ABC

**DISTRIBUTION OF THIS FORM (one copy each to)**

The Ministry of Finance and Economic Development  
The Bank (whichever)  
The Officers file at the Department

**RESIDENTIAL PROPERTY ADVANCE GUARANTEE SCHEME**  
**(ADDITIONAL INFORMATION RELATING TO LOAN APPLICATIONS MADE UNDER THE SCHEME)**

1. Loan applications for a residential property must be accompanied by a title deed.
2. Loan applications for the construction/modification of a residential property should be accompanied by an approved building plan from a competent authority.
3. When the application has been approved and construction work has commenced, financing institutions will make loan disbursements to the applicant. Such disbursements will only be effected after the Ministry of Finance and Economic Development has given instructions in writing to the Financing Institution concerned. All claims must be routed through the Ministry for vetting and onward transmission to the Banks for payment. Drawdowns should, where practicable be restricted to four (4). To safeguard the interests of the parties concerned, Government may require the applicant to hire a qualified private building inspector to supervise construction.
4. It is important to note that all residential properties financed under this Scheme are covered against all the normal buildings insurance risks such as fire, storm, flood etc from the time construction starts until the time the loan shall have been fully repaid. Monthly premiums shall be deducted from the Officer's salary. Other details could be obtained from the certificate of insurance which should accompany every application.
5. Government guarantee of the loan under this Scheme is on the understanding that the applicant undertakes to complete all the necessary formalities connected with the registration of the mortgage bond at his/her own expense and that such bond shall be held by Government until the loan is fully recovered. Cancellation of mortgage bond shall be at applicant's own expense.
6. Upon completion of the house the contractor/builder must issue the owner with a certificate of completion who must in turn confirm his/ her acceptance of work to the Ministry of Finance and Economic Development.