



# First Home Finance APPLICATION FORM

*Tick the applicable box*

	<b>APPROVED</b>	<b>DECLINED</b>
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**Insert the Individual Registration and PD Resolution Numbers, here-below, if the First Home Finance Application is Approved:**

Individual Registration No. <input style="width: 90%; height: 20px;" type="text"/>	Individual PD Resolution No. <input style="width: 90%; height: 20px;" type="text"/>
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**If the application is declined, state the reason(s) for the decline:** *(for Office use only)*

1.	<input style="width: 90%; height: 25px;" type="text"/>
2.	<input style="width: 90%; height: 25px;" type="text"/>
3.	<input style="width: 90%; height: 25px;" type="text"/>
4.	<input style="width: 90%; height: 25px;" type="text"/>

**In case of incomplete information, contact:** *(to be completed by applicant)*

Full names:	<input style="width: 85%; height: 25px;" type="text"/>		
Address:	<input style="width: 95%; height: 25px;" type="text"/>		
	<input style="width: 40%; height: 25px;" type="text"/>	Postal code:	<input style="width: 30%; height: 25px;" type="text"/>
Tel-Home:	<input style="width: 35%; height: 25px;" type="text" value="[ code:    ]"/>	Work:	<input style="width: 35%; height: 25px;" type="text" value="[ code:    ]"/>
Cell-phone:	<input style="width: 35%; height: 25px;" type="text" value="[ code:    ]"/>	Fax:	<input style="width: 35%; height: 25px;" type="text" value="[ code:    ]"/>
Email address:	<input style="width: 95%; height: 25px;" type="text"/>		

*In the Application Form "PD" means the "Provincial Department" responsible for Housing and Human Settlements issues; and the "NHFC" refers to the "National Housing Finance Corporation", which is acting as the Implementing Agent on behalf of the relevant Provincial Department for the administration of First Home Finance.*

**TABLE 1** (for Office use only)

All documents must be <b>CERTIFIED COPIES</b> and must be kept by the NHFC/PD (confirm receipt thereof by inserting a ✓ or ✗ in the applicable box)		Applicant	Spouse	Official use only
1.	R.S.A. bar coded identity document (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Bar coded permanent residence permit (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Birth certificate bearing the 13-digit ID Number / RSA ID of all financial dependents listed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Marriage Certificate, Civil Union Certificate or Co-habiting Affidavit (where applicable)*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Divorce settlement documents, including proof of custody of children (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Spouse's death certificate (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Proof of monthly income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Home Loan Approval in Principle / Grant Letter as issued by Lender / Bank (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Agreement of sale (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Building contract and Approved building plan (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Court orders or orders issued by the Commissioner of Child Welfare as proof of guardianship for foster children (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Proof of current residence (e.g. water/lights/ retail account statements, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Affidavits required in respect of informal marriages solemnised in terms of SA Civil Law and accompanied by sworn statements to prove the authenticity of the relationship of the applicants

**TABLE 2(i)** (for Office use only)

Process Record	Date	Signature	
		Official	Supervisor
1. Application received	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>	<input type="text"/>
2. Electronic procedural check	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>	<input type="text"/>
3. Application returned for correction from PD	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>	<input type="text"/>
4. Application returned corrected	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>	<input type="text"/>
5. Data captured	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>	<input type="text"/>
6. Data verified	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>	<input type="text"/>
7. Searches completed:			
a) Home Affairs	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>	<input type="text"/>
b) Deeds Office	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>	<input type="text"/>
c) National Housing Database Programme	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>	<input type="text"/>
d) PERSAL, where applicable	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>	<input type="text"/>
e) UIF	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>	<input type="text"/>
f) GEPP, where applicable	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>	<input type="text"/>
8. Date subsidy approved by PD	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>	<input type="text"/>
9. Date Applicant notified of PD's decision	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>	<input type="text"/>

**TABLE 2(ii): FUNDING DETAILS IN RESPECT OF PURCHASE OF PROPERTY** (for Office use only)

TOTAL PROPERTY PRICE	<input type="text" value="R"/>
a. Subsidy	<input type="text" value="R"/>
b. Amount of Home Loan	<input type="text" value="R"/>
c. Own cash contribution (if any)	<input type="text" value="R"/>
Total:	<input type="text" value="R"/>
d. Subsidy amount qualified for	<input type="text" value="R"/>
e. Total home loan qualified for	<input type="text" value="R"/>
Total subsidy amount qualified for:	<input type="text" value="R"/>

**SECTION A: PERSONAL DETAILS:** *(To be completed by all Applicants)*

Write the time-period next to the selected 'Marital Status'. ("Spouse" is defined as a husband, wife or long term partner co-habiting with the Applicant for a period of at least 6 months in succession at the time of application.)

Marital Status:	Period	Marital status	Period
Married	<input type="text"/>	Habitually co-habiting with long term partner	<input type="text"/>
Divorced with dependants	<input type="text"/>	Divorced without dependants	<input type="text"/>
Single with dependants	<input type="text"/>	Single without dependants	<input type="text"/>
Widow/Widower with dependants	<input type="text"/>	Widow/Widower without dependants	<input type="text"/>

**DETAILS of the APPLICANT(S)**

Surname:

Maiden/Former Surname:

Full Names (first 3 only):

Gender: Female  Male

Race group: African  White   
*(for statistical purposes)*  
*(If "other", please specify)* Coloured  Indian   
 Other

**SPOUSE (or deceased partner)**

Female  Male

African  White   
 Coloured  Indian   
 Other

RSA ID Number:

Residential address:

Postal code:

**SECTION B: DETAILS OF ALL DEPENDANTS:** *(to be completed by Applicant)*

Surname	Initials	ID / 13-digit birth certificate No.	Age	Relationship to Applicant	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	F <input type="checkbox"/> M <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	F <input type="checkbox"/> M <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	F <input type="checkbox"/> M <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	F <input type="checkbox"/> M <input type="checkbox"/>

**SECTION C: MONTHLY INCOME DETAILS:** *(to be completed by Applicant)*

	Applicant	Spouse
Indicate if you are: <i>[(*) if "Yes, insert details, e.g. Name of employer if employed, type of social grant, etc.]</i>		
Fulltime employed *	<input type="text"/>	<input type="text"/>
Self employed *	<input type="text"/>	<input type="text"/>
Social welfare *	<input type="text"/>	<input type="text"/>
Basic monthly income:	R <input type="text"/>	R <input type="text"/>
Housing allowance payable (Loan Interest Subsidy):	R <input type="text"/>	R <input type="text"/>
Social Welfare Grant:	R <input type="text"/>	R <input type="text"/>
<b>TOTAL:</b>	R <input type="text"/>	R <input type="text"/>
<b>JOINT TOTAL</b> (Applicant and Spouse)	R <input type="text"/>	
Amount of home loan applied for	R <input type="text"/>	

**SECTION D: DETAILS OF CITIZENSHIP** *(to be completed by Applicant)*

Are you a South African citizen



If you are not a South African citizen supply the following information:

Country of which you are a citizen

South African permanent residence permit number

Date permit was issued

**SECTION E: DETAILS OF PROPERTY TO BE PURCHASED WITH SUBSIDY** *(to be completed by Applicant)*

Name of seller:

District:

Municipality:

Township:

Erf (Stand) / Lot Number:

Township extension:

Unit Number:

Description of Dwelling:

Sectional Title:

*(Name of building and street address)*



House:

*(Street Address)*



Type of Tenure:

Ownership:

Living with family:

Rental:

Other, specify:

**SECTION F: DETAILS OF CONVEYANCER** *[where applicable] (to be completed by Applicant)*

Name:

Postal address:



Postal code:

Conveyance fee:

R

Lender Approval Code:

Telephone no.:

Fax no.:

Email address:

**SECTION G: DETAILS OF LENDER** *[where applicable] (to be completed by Applicant)*

Name:

Postal address:



Postal code:

Lender Approval Code:

Telephone no.:

Fax no.:

Email address:

**SECTION H: DETAILS OF CONTRACTOR/BUILDER** *(to be completed by Contractor/Builder)*

Name:

Postal address:



Postal code:

NHBRC Registration number:

Telephone no.:

Fax no.:

Email address:

**AFFIDAVIT BY APPLICANT & SPOUSE/PARTNER\***

**First Home Finance Conditions:**

I/We,

Full name and Surname:

Full name and Surname:

The undersigned applicant, do hereby solemnly / under oath\*\* declare:

1. That all the information contained in this First Home finance Application form is true and correct and that all material facts have been disclosed therein.
2. That neither I nor my 'Spouse' (as defined in Section A of this form)
  - a. currently owns or has ever previously owned any residential property in full ownership, leasehold or deed of grant; has ever purchased a State-subsidised residential property of which transfer has not yet been taken;
  - b. has previously received financial assistance from the Government of the Republic of South Africa or Independent development Trust or the former Self Governing Territories or TBVC States or any other State financed subsidies in order to acquire a residential property; and have estates that, at the date of this application, have been sequestrated or made insolvent.
  - c. that the information supplied with regard to dependants, is correct.
3. That all details given in this application form with regard to me/us, income and employment status is true and correct.
4. I/We, further acknowledge:
  - a. that should the property which we are to acquire not have been transferred to us within three months after the date on which the Provincial Department has made the subsidy amount available to us, the Provincial Department shall, at its discretion, be entitled to withdraw the subsidy.
  - b. that we are aware that if any information supplied by us in this application is incorrect or fraudulent, the Provincial Department may take appropriate legal action against us and may also institute a criminal prosecution.
  - c. that the First Home Finance subsidy is a once-off amount that must be used to reduce the principal Loan amount to render the Loan repayment instalments affordable or to make good any shortfall between the qualifying Loan amount and the purchase price of the Unit, provided that the purchase price of a Unit may not exceed the maximum amount, which shall be announced annually by the National Department of Human Settlements (NDHS).
  - d. that I have read the First Home Finance Conditions of Subsidy and fully understand the conditions as set out therein.

**APPLICANT:**

Full names:

Surname:

I.D. Number:

**SIGNATURE OF APPLICANT**

**SPOUSE/PARTNER:**

Full names:

Surname:

I.D. Number:

**SIGNATURE OF SPOUSE/PARTNER**

**NOTES:**

\* A "Spouse/Partner" is defined as a Husband, Wife or Long Term Partner co-habiting with the Applicant for a period of at least 6 months in succession at the time of application.

\*\* First Home Finance Conditions have been explained and signed in the presence of a Certified Commissioner of Oaths.



**COMMISSIONER OF OATHS**

I CERTIFY that the Deponent/s has/have acknowledged that he/she/they\* know and understand the contents of their affidavits, which was/were signed and sworn to/affirmed\*\* before me at  on this  day of  of the year 20 .

**COMMISSIONER OF OATHS DETAILS**

Full names:

Surname:

Identity Number:

Capacity:

Postal Address:

Area:

**SIGNATURE OF COMMISSIONER OF OATHS**

**OFFICIAL COMMISSIONER OF OATH'S DATE STAMP**

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