



DCB Commercial Bank Plc

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Website: www.dcb.co.tz/mortgage

Mortgage Loan Application Form

BRANCH _____

DCB mortgage loan scheme is designed to suit all Natural persons and legal entities with capacity to enter into a binding contract i.e. individuals, sole proprietorship, partnerships and companies. The loans under this scheme include: House Construction loans, House Purchase loans and Commercial Business Project financing.

- House Purchase Loan
- **House Construction Loan
- Commercial Business Project Financing
- Other (Specify).....

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PERSONAL PARTICULARS	BANK DETAILS WITH DCB	
FULL NAME AS IN NATIONAL ID/PASSPORT (underline surname) (DR/MR/MDM/MRS/MS)* <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	BANK ACCOUNTS WITH DCB: Account 1: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Account 2: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Account 3: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Account 4: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
ID TYPE AND NUMBER. DATE OF BIRTH (DD/MM/YYYY)	TYPE OF THE ACCOUNTS: Account 1: _____ Account 2: _____ Account 3: _____ Account 4: _____	
NATIONALITY <input type="checkbox"/> TANZANIAN <input type="checkbox"/> OTHERS _____ <input type="checkbox"/> YES <input type="checkbox"/> NO		
MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> OTHERS HIGHEST EDUCATION LEVEL <input type="checkbox"/> UNIVERSITY/POST GRAD <input type="checkbox"/> DIPLOMA <input type="checkbox"/> A LEVEL <input type="checkbox"/> O LEVEL <input type="checkbox"/> OTHERS _____	BANK ACCOUNTS WITH OTHER BANKS BANK NAME 1: ACCOUNT TYPE: ACCOUNT NUMBER: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> BANK NAME 1: ACCOUNT TYPE: ACCOUNT NUMBER: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> REMARKS:	
NO. OF DEPENDANTS & AGE		
HOME ADDRESS		
MAILING ADDRESS (if different from above)		
RESIDENCE <input type="checkbox"/> OWNED _____ YEARS FULLY PAID UP <input type="checkbox"/> RENTED _____ YEARS WITH OUTSTANDING LOAN <input type="checkbox"/> OTHERS _____		
CONTACT NO. HOME : PAGER : OFFICE : MOBILE PHONE : EMAIL ADDRESS :		
EMPLOYMENT <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> SELF-EMPLOYED <input type="checkbox"/> OTHERS (SPECIFY) CURRENT EMPLOYER : INDUSTRY TYPE : COMPANY ADDRESS	FINANCIAL COMMITMENTS PLEASE LIST ALL OUTSTANDING LOANS (E.G. SALARIED LOAN, HOME LOAN, CAR LOAN, LINE OF CREDIT FACILITIES ETC.) TYPE OF FACILITY: FINANCIAL INSTITUTION: LOAN OUTSTANDING PERIOD (MNTHS): MONTHLY REPAYMENT: LOAN OUTSTANDING AMOUNT: COLLATERAL DETAILS IF ANY: (Type & address)	
POSITION <input type="checkbox"/> DIRECTOR <input type="checkbox"/> PROFESSIONAL <input type="checkbox"/> SENIOR MANAGEMENT <input type="checkbox"/> MIDDLE MANAGEMENT <input type="checkbox"/> SUPERVISOR <input type="checkbox"/> CLERICAL <input type="checkbox"/> SALES <input type="checkbox"/> EXECUTIVE <input type="checkbox"/> OWNER	TYPE OF FACILITY: FINANCIAL INSTITUTION: LOAN OUTSTANDING PERIOD (MNTHS): MONTHLY REPAYMENT: LOAN OUTSTANDING AMOUNT: COLLATERAL DETAILS IF ANY: (Type & address)	
JOB TITLE LENGTH OF SERVICE _____ YRS _____ MTHS	TYPE OF FACILITY: FINANCIAL INSTITUTION: LOAN OUTSTANDING PERIOD (MNTHS): MONTHLY REPAYMENT: LOAN OUTSTANDING AMOUNT: COLLATERAL DETAILS IF ANY: (Type & address)	
MONTHLY FIXED INCOME TZS _____	OTHER MONTHLY INCOME TZS _____ SOURCE _____	
NAME OF PREVIOUS EMPLOYER (IF CURRENT EMPLOYMENT < 1 YEAR)	LENGTH OF SERVICE _____ YRS _____ MTHS	
TERMS AND CONDITIONS		
General Standards for Mortgage Lending The Bank's mortgage loans underwriting standards shall reflect all relevant credit factors, including:- <ul style="list-style-type: none"> The capacity of the borrower, or income from the underlying property to adequately service the debt. The value of the mortgaged property. The overall creditworthiness of the borrower. The level of equity invested in the property. Any secondary source of repayment. Any additional collateral or credit enhancements (such as guarantees, mortgage insurance or take out commitments). For more information please visit: www.dcb.co.tz/mortgage	Eligibility criteria for Mortgage finance The applicants eligible for mortgage loans are all Natural persons and legal entities with capacity to enter into a binding contract i.e. individuals, sole proprietorship, partnerships and companies. The terms and conditions shall apply under each category as indicated herein below under each mortgage financing category and for respective customers. Under DCB policy, the products that will be available are any or a combination of the following: <ul style="list-style-type: none"> House Construction Loans House Purchase Loans Commercial Business Project Financing. For information about the required documentation for each category please visit: www.dcb.co.tz/mortgage	Loan Security The security must be fully perfected before any draw-down is permitted, however in exceptional cases approval for drawdown may be sought when the borrower has executed all security documentation and acknowledgement of the receipt of the documents from the registering authority is in place. In case of house purchase loans, draw down may be permitted in exchange for the Title Deed and payment made directly to the vendor under a special approval by the appropriate approval authority upon bank's comfort on the sale agreements, transfer documents and the Title Deed and other Land Forms. A Certificate of Security Compliance signed by the Custodians must be filed with the securities and a photo-copy kept in the customer's file.

PERSONAL INFORMATION

NAME & ADDRESS OF PROPERTY TO BE FINANCED			PRIVATE PROPERTY TYPE <input type="checkbox"/> BUNGALOW <input type="checkbox"/> SEMI-DETACHED <input type="checkbox"/> RESIDENCE <input type="checkbox"/> OTHER (SPECIFY) <input type="checkbox"/> APARTMENT <input type="checkbox"/> FOR RENT		
NAME OF PERSON (S) WHO WILL BE THE OWNER (S):			COMMERCIAL PROPERTY TYPE		
PURCHASE PRICE	DATE OF PURCHASE	LAND AREA (LANDED PROPERTY) _____ SQ M / SQ FT*	BUILT-IN AREA _____ SQ M / SQ FT*	TITLE	<input type="checkbox"/> FREEHOLD <input type="checkbox"/> LEASEHOLD (REMAINING YRS OF _____ YRS)
PROPERTY IS FOR: <input type="checkbox"/> OWNER'S OCCUPATION <input type="checkbox"/> INVESTMENT			PROPERTY COMPLETED : <input type="checkbox"/> YES (ESTIMATED AGE _____ YRS) <input type="checkbox"/> NO		
VALUATION AMOUNT: VALUATION FIRM / NAME OF VALUERS			PROPERTY RENOVATED : <input type="checkbox"/> YES, IN YEAR _____ AMOUNT SPENT TZS _____ <input type="checkbox"/> NO		
DATE OF VALUATION:					
<input type="checkbox"/> PRIVATE PROPERTY		SELLING PRICE TZS _____		1ST APPOINTMENT DATE (DD/MM/YYYY): _____	
<input type="checkbox"/> PROPERTY PLEDGED AS SECURITY FINANCIAL INSTITUTION:		OUTSTANDING LOAN TZS _____		RESALE LEVY (IF ANY) TZS _____	
		WHO SHALL PAY CAPITAL GAIN TAX? _____			

FINANCIAL REQUEST	THE PROPERTY
LOAN AMOUNT: PROPOSED REPAYMENT PERIOD:	EXPLAIN BRIEFLY ABOUT THE PROPERTY AND SOURCE OF REPAYMENT (WRITE IN BLOCK LETTERS)

FOR RE-FINANCING CASES, PLEASE COMPLETE THIS SECTION

NAME OF EXISTING FINANCIER: _____ OUTSTANDING TERM LOAN : TZS _____

OUTSTANDING HOUSING LOAN : TZS _____ CURRENT INTEREST RATE: _____ % EXISTING OVERDRAFE LIMIT : TZS _____

HOW DID YOU FIND OUT ABOUT OUR LOAN?

<input type="checkbox"/> BANK / SHOWFLAT / INTERNET*	<input type="checkbox"/> REAL ESTATE AGENT
<input type="checkbox"/> DIRECT MAILER / NEWSPAPER / MAGAZINE	<input type="checkbox"/> NAME (AS PER NRIC) _____
<input type="checkbox"/> MEMBER-GET-MEMBER _____	<input type="checkbox"/> COMPANY: _____

DECLARATION

To The Bank :

- I/We hereby declare that the information given in this application is true and correct and that I/we have not intentionally or wilfully withheld any material fact
- I/We hereby undertake to pay all fees in connection with the survey and valuation of the property to be mortgaged, such fees being not refundable regardless of whether the application is approved.
- I/We undertake to pay any out-of-pocket expenses and/or charges incurred in relation to my/our loan application when my/our loan application is approved.
- I/We hereby authorise you to enquire from my/our employer(s), for the purpose of this application, any particulars of my/our employment with my/our employer(s) and to obtain and verify such further information about me/us as you may deem fit at your discretion.
- I/We authorise each and every financial institution and credit/charge card issuer with whom I/we have any account(s) and their officials to divulge to you any and all information whatsoever regarding the money or other relevant particulars of my account(s) as you may from time to time request.
- I/We hereby authorise and give you consent to conduct credit checks on me/us (including but not limited to checks with any credit bureau recognised as such by the Bank of Tanzania (BOT) and to obtain and verify and/or to disclose or release any information relating to me/us and/or any of my/our account(s) with you from or to any other party or source as you may from time to time deem fit at your own discretion and without any liability or notice to me/us.
- I/We hereby authorise you and give you consent to obtain and verify any information about me/us at your discretion and I/We consent to your disclosure to any third party information relating to me/us or my/our account, credit facilities and affairs as required by such third party or at your discretion from time to time. This consent and provision shall survive the termination of any or all of my/our accounts or facilities with you and/or the termination of any relationship between me/us and you for any reason whatsoever.
- I/We hereby declare that we have not :
 - received any form of incentives including discounts, rebate or vouchers from the vendor; or
 - obtained any loans from financial institutions or the vendor for the purchase of the property to be mortgaged, and hereby undertake to disclose any such amounts, including any private arrangements with the vendor not reflected in the purchase price.
- I/We declare that the property to be mortgaged is not or will not be acquired by me/us by way of gift or unfair preference, or at an undervalue.
- I/We understand that you reserve the right to decline my/our application without giving any reason(s) or explanation whatsoever.

Applicant's Signature _____ Date : _____ Applicant's Thumbprint _____

CHECKLIST

Documentation Pre-approval (Please tick)	Documentations Post- approval
<input checked="" type="checkbox"/> Loan application form - required	<input type="checkbox"/> Original title deed
<input type="checkbox"/> ID and residential confirmation – required	<input type="checkbox"/> Original sales agreement
<input type="checkbox"/> Copy of title deed for property being purchased	<input type="checkbox"/> Comprehensive insurance of the property
<input type="checkbox"/> Copy of sales agreement / Offer letter from seller	<input type="checkbox"/> Legal mortgage
<input type="checkbox"/> 3 colored passport size photograph – required	<input type="checkbox"/> Mode of payment agreement
<input type="checkbox"/> Minutes of family meeting authorizing the sale	<input type="checkbox"/> Standing order loan repayment
<input type="checkbox"/> Consent from spouse (if any) authorizing the sale	
<input type="checkbox"/> Affidavit for non married seller	
<input type="checkbox"/> A bank account with DCB	
<input type="checkbox"/> Number of pay slips for employees – at least the latest three (3)	
<input type="checkbox"/> Letter of introduction from employer	
<input type="checkbox"/> Other Banks statement for non DCB customers – 12 months	
<input type="checkbox"/> Audited financial reports	
<input type="checkbox"/> Cash flow projections for the coming year	
<input type="checkbox"/> Valuation report of the property to be purchased	