

Requirements Checklist

Salaried customer

- ☐ Identification- National Id or Passport
- ☐ Pin certificate
- ☐ Payslips –3 months payslips certified by employer*
- ☐ 12 months salary account statements certified by Bank
- ☐ Employer introduction letter indicating position held, terms of employment and retirement age as per company policy
- ☐ Sale agreement/offer for sale duly signed by both the buyer and seller
- ☐ Copy of title or lease for property to be purchased

Self-employed customer

- ☐ Identification- National Id or Passport
- ☐ Pin certificate
- ☐ Audited accounts for the last 3 years
- ☐ 12 months certified Bank statements.
- ☐ Business identification documents i.e certificate of incorporation and KRA pin for registered companies. Business permit for trading business.
- ☐ Sale agreement/offer for sale duly signed by both the buyer and seller
- ☐ Copy of title or lease for property to be purchased

Additional Construction requirements *

- ☐ Priced Bill of Quantities
- ☐ Approved building plans (not more than 2 years old and shows plinth area)
- ☐ Approved structural drawings (in multiple floor plans)
- ☐ NCA compliance certificate (for projects above Kes 5 million)
- ☐ Duly signed contracts between the developer (borrower) and technical team clearly indicating scope of work and terms of engagement.
- ☐ Registration certificate & Current practicing certificates of QS, Architect, Structural Engineer and Contractor

* *section required for both salaried and self employed customers*