

**BARBADOS TEACHERS' CO-OPERATIVE CREDIT UNION LIMITED**

**MORTGAGE LOAN APPLICATION FORM**

Member's National Registration No..... Member's Account No.....

Date of Application.....

Name.....Birthdate.....

Address.....

Phone No.....Marital Status.....Dependants.....

Name of Employer.....

Work Place.....

Phone No.....How Long.....Position.....

Gross Salary.....Net Salary.....

I..... hereby apply for a Mortgage loan of \$.....

To be repaid in .....years, bearing interest at .....% per annum and payable in (weekly/bi-weekly/monthly)

Instalments of \$.....

**GENERAL INFORMATION**

( ) Purchase of Existing Residence/House

( ) Building on own Land

Address of Proposed Building Site:

.....  
.....

Valuation.....

Land Size.....

Cost of Construction.....

Have the Plans been approved by Town & Country Planning Department ? Yes ( ) No ( )

Are Estimates Available ? Yes ( ) No ( )

Name of Contractor/Builder:.....

**DESCRIPTION**

Map Reference Number.....

Lot Number.....

Plan Number.....

Type of House.....

.....

.....

.....

.....

Title Deeds of the Land are in the name of:.....

**SECURITY**

- 1. ( ) 1<sup>st</sup>. Mortgage on Property
- 2. ( ) Credit Life Insurance
- 3. ( ) Comprehensive House Owners Insurance

**ASSETS**

Property Value:

a. \$.....

b. \$.....

Credit Union Savings:

a. Shares : \$.....

b. Special Savings: \$.....

c. Fixed Deposits: \$.....

Bank Savings \$.....

Stocks & Bonds \$.....

Life Insurance

Cash Value \$.....

**TOTAL ASSETS \$.....**

**LIABILITIES**

Bank Loans: \$.....

Mortgage Balances: \$.....

Credit Union: \$.....

Others: \$.....

\$.....

\$.....

**NET WORTH .....**

**TOTAL LIABILITIES \$.....**

**DECLARATION**



**COMMITTEE**

Please List:

**Signatures of Committee Members**, who signed this **Mortgage Loan Application Form** at the **Credit/Extra Ordinary Credit Committee Meeting** held on the.....day of .....

PRESIDENT: R. JONES

SECRETARY: K. BEST

Date:.....

Name of Applicant:.....

Address of Applicant:.....

Date of Birth:..... Age:.....Years.

Dear:.....:

**RE: Your Mortgage Loan Application Form To B'dos Teachers' Co-operative Credit Union Ltd.**

I refer to your Mortgage Loan Application Form dated .....,.....

This is to inform you that based on your information provided, the Credit Union is prepared to make an advance subject to the **Terms and Conditions** which appear below and on the **Loan Conditions** which are attached hereto in the form of a **Schedule**.

**TERMS AND CONDITIONS**

**1. SAVINGS:**

That your Shares in the Credit Union must be \$.....to qualify you for a Mortgage Loan of \$.....

**2. PARTICULARS OF ADVANCE:**

- a) The amount of advance shall be \$.....
- b) The repayment period shall be.....years.
- c) The Initial Rate of Interest shall be .....% per annum.
- d) The Initial monthly installment shall be \$.....
- e) The monthly Credit Life Insurance shall be \$.....
- f) The monthly House Insurance shall be \$.....
- g) Your Monthly contributions towards your Shares shall be \$.....whilst repaying the loan.
- h) That you authorize your employer to deduct the sum of \$.....

from your salary effective ..... and remit the same to the account of the Barbados Teachers' Co-operative Credit Union Limited.

- i) That your Shares cannot be withdrawn during the life of the loan.

**3. SECURITY:**

- a) A legal Mortgage shall be created by you over the property situated at .....in the parish of .....in the Form to be approved by the Credit Union's Attorney-at-Law.
- b) Credit Life Insurance with Co-operators General Insurance Co. Ltd. through the Barbados Teachers' Co-operative Credit Union Ltd. to be assigned to the Credit Union.
- c) Contractors' All Risks Insurance for the full value of the property to be effected With Co-operative General Insurance Co. Ltd.
- d) Comprehensive Insurance for the full value of the property to be effected with Co-operative General Insurance Co. Ltd. with the usual Mortgage Clause in favour of the Barbados Teachers' Co-operative Credit Union Ltd.

**4. OTHER:**

- a) That you submit a plan which was approved by the Town and Country Planning Department.
- b) Payment of all Legal fees and Expenses.
- c) The receipt of a satisfactory Evaluation Report of the proposed property by the Credit Union's Valuers.
- d) Payments of all Surveys and or Valuations.

If you do not wish to proceed with this advance or if the Credit union decides to withhold it, because of your non-compliance with its Terms and Conditions, you will be liable for all costs and expenses incurred by the Credit Union.

Finally, please instruct your Attorney-at-law to forward the Title Deeds on the land and all relevant documents to Mr. Cecil McCarthy, Attorney-at-Law who shall be acting on the behalf of the Credit Union in this matter.

This offer is open for acceptance by you until .....  
As evidence of your acceptance, please sign and return the enclosed copy of this letter to the office of the Credit Union.

Yours in co-operative faith  
B'DOS TEACHERS' CO-OP. CREDIT UNION LTD.

.....  
Hudson.A.C. Lucas  
Operations Manager

Signatures:

.....  
Borrower  
Date:.....

.....  
Witness on behalf of BTCCULtd.  
Date:.....

SCHEDULE

BARBADOS TEACHERS' CO-OPERATIVE CREDIT UNION LIMITED

## LOAN CONDITIONS

### 1. YOUR CONTRIBUTION TOWARDS THE COST OF BUILDING

The management may be of the opinion that the amount offered is insufficient to complete the dwelling house to a satisfactory standard suitable as security for a loan. In this event, you will have to provide additional cash or by arrangement with your Contractor to supply some of the materials.

This latter clause is not recommended, unless you are an expert in this field as you may find the total cost is more than you estimated or agreed.

The amount of any difference between the net advances and the Credit Union's estimated cost of completing the building, if any, will be shown in the special conditions of our offer and no advance will be made by the Credit Union until our Valuer is of the opinion that the cost of work to the building equals or exceeds the amount stated. The Credit Union's decision on the matter is final and not open to negotiations or arbitration.

### 2. APPROVED PLAN

You should obtain the services of someone who is qualified to draw plans, which must be submitted to the Town & Country Planning Department for approval. When such plans are approved, they must be deposited with the Credit Union.

### 3. PRICE QUOTATION AND APPROVED PLANS

Before receiving the offer to advance money, you would have lodged with the Credit Union, a quotation for the cost of building the proposed house. In accepting the offer, you are bound to this quotation and in your own interest, you should enter into a written contract with the builder to construct the house for the price quoted in accordance with the approved plans and specifications lodged with the Credit Union.

DO NOT instruct or allow the builder to deviate from the approved plans during the construction of the house because the offer now made is conditional upon satisfactory construction in accordance with the plans lodged with the Credit Union.

### 4. FIRST AND SUBSEQUENT ADVANCES

- (a) The Credit Union will make advances when those conditions in the offer have been met and providing that the mortgage has been executed and registered.
- (b) The amount of any installment advance will be determined by the Credit Union after inspection of the property by its Valuer, having regard to the condition of the building. The Credit union is not obliged to meet the value of a request for an installment advance.

### 5. CONSTRUCTION REPORTS

The Credit Union must be advised when the following stages of construction have been reached.

- (a) On completing of the floor slab;
- (b) On completion of the ring beams;
- (c) On completion of the roof;
- (d) On completion of the doors, windows and cupboards; and
- (e) When the house is completed.

### 6. COST AMENDMENT OR INFERIOR CONSTRUCTION

In the event of the cost quotation or contract being amended after been lodged with the Credit Union, or if the construction is, in the opinion of the Credit union 's Valuer, substandard, the Credit Union may reduce the advance by an amount that it shall determine.

### 7. HAZARD INSURANCE



The Company will insure the property against hurricane, fire and flood risks from the time the first advance is made until the final advance, when the cover shall be changed to comprehensive risks. You will be required to pay one-twelfth of the annual premium with your monthly mortgage payment.

8. INTEREST AND INSURANCE ON ADVANCES BY INSTALMENT

You will be required to pay interest only on advances from the day they are advanced until the last day of the month in which the final advance is made. The monthly installment will be payable on the last day of each month or on such other day as shall be specified by the Credit Union.

9. SINGLE ADVANCES ON COMPLETION OF PROPERTY

Where the Credit Union makes it a condition of its offer that this clause applies, you must obtain a Certificate of Compliance issued by the Town & Country Planning Department that the property has been completed to the Department's satisfaction and forward the certificate to the Credit Union. Where the property has not been inspected by the Credit Union's Valuer during construction, part of the advance money may be retained for a specified period and an inspection fee shall be payable.

10. MONTHLY INSTALLMENTS

The monthly installment will be payable on the last day of every month following payment of the advance(with or without retention) and on the last day of every month therefore or such other day as shall be specified by the Credit Union until the loan and all interest due is repaid in full.

11. MORTGAGE

A first charge over the Security offered must be in a form prescribed by the Credit Union and investigated By the Credit union's Attorney-at-Law as shown in the offer at your expense including preparation, investigating your title, stamping, proving and recording mortgage.

12. VACANT POSSESSION

The mortgage which you will execute prior to receiving the loan will prohibit your leasing, renting or parting with possession of the property or any part thereof without the prior consent of the Credit Union in writing. If you wish to let the property, you should first consult the Credit Union, which may impose such conditions as to its consent as it may absolutely determine, or refuse consent.

13. INSURANCE OF THE PROPERTY

The security document will provide for the property charged to be insured from the time the advance is made (see clause 7) by the Credit Union through its agency for House-owners Comprehensive risks with Insurance Company. Details of the amount insured, the annual premium and the additional monthly repayment in respect of the annual premium are shown on the offer. Please advise the Credit Union by letter, if you require the sum insured to be increased.

14. GROUP MORTGAGE INSURANCE

The Credit Union has in existence a Group Mortgage Insurance Policy with Insurance Company. Details of the amount insured, the annual premium and the monthly repayment in respect of the annual premium are shown on the offer. It is a condition of this loan that you shall be a member of the Group Mortgage Insurance Scheme. A Certificate or Policy shall be issued by the Insurance Company to the Credit Union.

15. INTEREST

Interest will be charged on the advance of any installment advance from and including the day the advance is made to the end of that month. Therefore interest will be calculated monthly, based on the principal sum owing on the last day of the preceding month.

The Credit Union reserves the right to increase or decrease the Rate of Interest by giving notice of such decrease or increase to you in writing.

16. TITLE

After meeting the conditions of the offer and receipt of the acceptance, instructions will be issued to the Credit Union’s Attorney-at-Law to investigate the title to the property, which you are offering as Security for the advance. If the Credit Union considers the title is not satisfactory, no advance will be made. If the title is proper then an advance will be made. If there are encumbrances, which affect the title, then these must be released before an advance is made.

17. ROAD, SEWER CHARGES, LIGHT&/WATER BILLS, PROPERTY/LAND TAX

The applicant should satisfy himself/herself that there are no outstanding charges for roads, sewers, light &/ water bills, property tax or land tax and if there are any outstanding, he/she should pay them, or if the property is being purchased, obtain an undertaking from the vendor (seller) in writing that these will be paid before the purchase is completed. The Credit Union reserves the right to discharge these liabilities from the loan.

18. PROPERTY INSPECTION AND NON-WARRANTY

Prior to the issue of the offer the Credit Union will have valued the proposed security. The information received is confidential to the Credit Union and the making of an offer does not warrant the value or condition of the property. You will be obliged to keep the property in good condition and the Credit Union’s representative will have the right to inspect the property at any time.

19. STATEMENTS MADE TO OBTAIN THE ADVANCE

This offer is made based on statements made by you on the Mortgage Loan Application Form and the questionnaire. If any of the circumstances stated on these forms or supporting documents change between the time of their submission and the completion of the loan, you must advise the Credit Union in writing. In the event of any statement being untrue or your failure to advise the Credit Union of any changes within seven days of the event, the Credit union ‘s offer will be cancelled.

20. SALARY DEDUCTION

Payment of monthly installments will be by way of deduction from salary. You are now required to give and irrevocable authority to the Credit Union for deductions of the total monthly payment shown in the offer from a date to be determined by the Credit Union, until the loan and all interest due is repaid in full. Self-employed person will be required to pay to the Credit Union the total monthly payment, on the last day working day of each month until the loan and all interest due is repaid in full.

21. ACKNOWLEDGEMENT

I acknowledge receipt of this Schedule of My Mortgage Loan Application Form.  
I have read it and have agreed to the conditions as set out in the document.

Signatures:

.....  
Borrower

.....  
Witness on behalf of BTCCULtd.

Date:.....

Date:.....

