

TAITA TAVETA COUNTY EXECUTIVE EMPLOYEES CAR LOAN AND MORTGAGE REVOLVING FUND

CAR LOAN CHECK LIST

Name of Applicant

Loan Form Number Date

Position/DesignationPersonal No.....

S/NO.	DETAILS	CONFIRM RECEIPT	REMARKS
1	Loan Application Form		
2	Proforma Invoice from the Dealer/Sales Agent		
3	Insurance Certificate (72 hrs after purchase)		
4	Insurance Form (Insurance Company to Fill)		
5	Valuation Report		
6	Offer Letter		
7	Pay slips for the last 3months		
8	Irrevocable Letter of Authority		
9	National Identity Card Copy		
10	PIN Certificate Copy		
11	Tracking/Alarm Installation Certificate		
12	Log Book Original		
13	Transfer Duly Signed		
14	Dealer/Supplier Finance Invoice		
15	Inspection Report/Shipping Documents (if applicable)		

Signature of Confirming Officer

TAITA TAVETA COUNTY EXECUTIVE EMPLOYEES CAR LOAN AND MORTGAGE REVOLVING FUND

MORTGAGE CHECK LIST

Name of Applicant

Loan Form Number Date

Position/DesignationPersonal No.....

S/NO.	DETAILS	CONFIRM RECEIPT	REMARKS
1	Loan Application Form		
2	Proforma Invoice from the Sales Agent		
3	Insurance Certificate(within 14 days)		
4	Insurance Form (Insurance Company to Fill)		
5	Valuation Report together with certificate of official search from lands registry		
6	Letter of Offer		
7	Irrevocable Letter of Authority		
8	National Identity Card Copy		
9	PIN Certificate Copy		
10	Current 3 Months Pay slips		
11	3 passport size photographs		
12	Approved building plans drawn by a registered architect		
13	Approved structural drawings drawn by a registered structural engineer		
14	Copies of current practicing licenses for the professionals		
15	Bills of quantities done by a registered quantity surveyor		
16	Title Deed Original		
17	Sales agreement signed by both parties and witnessed by a lawyer(purchase case only)		
18	Spouse consent/sworn affidavit		
19	Transfer Duly Signed		

20	Dealer/Supplier Finance Invoice		
21	Copy of Form C Duly Completed		

Signature of Confirming Officer