UNIVERSITY OF LAGOS

STAFF HOME OWNERSHIP SCHEME

APPLICATION FORM FOR:

(a) Land Loan
(b) Housing Loan
(c) House Completion Loan

Housing Loan	*Senior*	☐
	Junior	☐
Land Loan	*Senior*	☐
	Junior	☐
House Completion Loan	*Senior*	☐
	Junior	☐

Please tick as applicable

TO BE COMPLETED IN DUPLICATE

FOR OFFICIAL USE ONLY

1. Name (in full):……..……

2. Personal Data:…….

   (a) State salary/GD Level/Step:…….

   (b) Date of Birth:……(c) Nationality ……

   (d) Marital Status (State whether single or married and number of children or dependants)

   ……

   ……

3. Designation: ……

   (a) State Salary Grade Level/Step:……

   (b) Date of retirement:……

4. Please attach last 2 months salary pay slip (b) **CONTISS/CONUASS**…….

5. Department/Unit:……

6. Length of 1st Public Service:
   (a) Date of Employment in the public service including date of appointment and confirmation (No service outside the University of Lagos will be recognized for this purpose unless it has been transferred)

   (i) Date of 1st Appointment
   (ii) Institution where worked (with date)
   (iii) Attach evidence of Transfer of Service)
   ……

   ……

   ……

   (b) Service in University of Lagos:
   Date of Employment: ……

   Date of Confirmation:……

7. Present Accommodation:
   (a) Are you living in a University accommodation?
   ( ) Yes ( ) No

(b) Do you own a house in Lagos?
( ) Yes ( ) No

If yes, give particulars: ……
……..
……..
Are you living in the house? ……..

for which loan is required:

(a) Purchasing or redeeming a piece of land ( )

(b) Building a house ( )

(c) Purchasing or redeeming a house ( )

(d) Completion of house already under construction ( )

9. (a) Location and description of Land/Building:

……

……

……

(c) Title to Land/Building:

(i) Freehold or leasehold:…….
Give registration details:

…….

(ii) Other title, e.g. Customary:…….

Give details, e.g. inheritance:…….

……..……..……

10. Type of House Intended:
(a) Bungalow ( )

(b) Storey Building ( )

(c) Others ( ) Specify:……..

11. Loan:
(a) Amount of loan required:……

(b) Repayment Period ……...
(Maximum of 60 Months)

12. Have you accessed any of these loans before? If yes, please state details
- Year taken: ……
- Type of Loan:……
- The amount:……
- The outstanding Balance Loan:……..

13. Do you have any outstanding loan with the University (Please state the type)
And amount outstanding:……..
……...

14. When do you require the loan? …….

N.B: Applications should be accompanied by:
(1) Deed of conveyance or Certificate of Occupancy
(2) Approved Survey and/or Building Plan. (Whichever is appropriate) Applicable to Housing Loan only.

DECLARATION BY APPLICANT

I hereby declare that the particulars furnished in the above statement are true and that I fully understand the regulations relating to the University of Lagos Staff Home Ownership Scheme and agree to be bound by them if the loan is granted to me. I also understand that any false declaration, knowingly made by me will render this application null and void.

…….. …….

Signature Designation

CERTIFICATION OF HEAD OF DEPARTMENT

I certify that the applicant is a member of staff of the University of Lagos in the Department of:

……

……

Name: …… Date: ……..

…….. ……..

Official Designation& Stamp **Signature**

For Official Use Only

1. Confirmation by Personnel: (i) Date of Birth: _____

   (ii) Date of Retirement: _____

   Certified By: Name:…….

   Signature:……

   Date/Stamp:……

2. Confirmation by Bursar: (i) Grade Level : _____

   (ii) Loan Status: _____

   (iii) Net Pay: _____

   Certified By: Name:…….

   Signature:……

   Date/Stamp:……

…… ……

Date **Chairman's Signature**