

Municipality of Outjo

7 Hage G. Geingob Ave. • P.O. Box 51 Outjo, Namibia
 Tel. 09-264-67-313013 • Fax 09-264-67-313065
 E-mail: outmun@mweb.com.na



APPLICATION FOR RESIDENTIAL ERVEN

Please note that certified copies of the following documents must be submitted together with this form where applicable:

1. ID document
2. Marriage certificate (in terms of Marriage Equality Act No. 1 of 1996) *(If Married)*
3. ID document of spouse
4. Bank Approval Letter *(If Applicable)*
5. A Building plan
6. Proof of funding or income (Latest pay slip or bank statement)

SECTION A: PARTICULARS OF APPLICANT	
<i>The details/information of the applicant's Spouse must also be filled in where applicable</i>	
APPLICANT'S DETAILS	SPOUSE
SURNAME:	SURNAME:
FIRST NAME (S):	FIRST NAME (S):
ID. NUMBER :	ID. NUMBER :
CURRENT RESIDENTIAL ADDRESS:	CURRENT RESIDENTIAL ADDRESS:
POSTAL ADDRESS:	POSTAL ADDRESS:
TEL:	TEL:
FAX:	FAX:
EMAIL ADDRESS:	EMAIL ADDRESS:
EMPLOYER:	EMPLOYER:
OCCUPATION:	OCCUPATION:
GROSS INCOME P/ MONTH: N\$	GROSS INCOME P/MONTH : N\$
NET INCOME P/ MONTH: N\$	NET INCOME P/MONTH: N\$

SECTION B: CATEGORY OF APPLICANT	
<i>For Office Use Only</i>	
HIGH INCOME <input style="float: right;" type="checkbox"/>	SELF EMPLOYED <input style="float: right;" type="checkbox"/>
MIDDLE INCOME <input style="float: right;" type="checkbox"/>	UNEMPLOYED <input style="float: right;" type="checkbox"/>
LOW INCOME, SPECIFY: BTP <input style="float: right;" type="checkbox"/> SDFN <input style="float: right;" type="checkbox"/> SOCIAL HOUSING <input style="float: right;" type="checkbox"/> OTHERS <input style="float: right;" type="checkbox"/>	

SECTION C: OFFICE VERIFICATION OF APPLICATION	
<i>For Office Use Only</i>	
DOES APPLICANT, OWN A HOUSE ALLREADY <input type="checkbox"/> RENT <input type="checkbox"/> OR FIRST TIME BUYER <input type="checkbox"/>	
<i>Please fill in the following if applicant OWNS or RENTS a house in Outjo</i>	
ERF NO:	DATE OF FIRST OCCUPATION:
OWNER'S ACCOUNT NO:	OUTSTANDING AMOUNT DUE TO COUNCIL:
CONSUMER'S ACCOUNT NO:	

SECTION D: FINANCIAL INFORMATION	
<i>This section should be completed in full, please indicate your intentions</i>	
INTENDED METHOD OF BUYING THE PLOT: CASH <input type="checkbox"/> INSTALLMENT <input type="checkbox"/> BANK LOAN/SUBSIDY <input type="checkbox"/>	
ESTIMATED COST OF CONSTRUCTION:	
QUALIFIED LOAN AMOUNT OR SUBSIDY:	
INTENDED COMMENCEMENT DATE FOR CONSTRUCTION:	

SECTION E: DECLARATION	
<p>I, the undersigned hereby declare that the information supplied in this form is correct and I shall adhere to the conditions printed overleaf as well as to abide to the Council's Building Standard Regulations and that the requested erf/erven shall only be utilized for the purpose it has been applied for unless otherwise consented to by the Council.</p> <p>I further declare that I understand that this application, whether approved or not, does not constitute a valid agreement between the Municipality of Outjo and the applicant and that the Municipality of Outjo reserves the right not to approve any application that is not fully completed or supported by the documents as required and that should it at any stage transpire that any of the information supplied is incorrect or false, the Municipality of Outjo reserves the right to cancel such application.</p>	
<p>SIGNED AT-----ON THIS ----- DAY OF-----20.....</p>	
<p>_____ SIGNATURE OF APPLICANT</p>	<p>_____ SIGNATURE OF SPOUSE</p>

FOR OFFICIAL USE ONLY

PROPERTY MANAGEMENT

ERF PAID IN FULL /LEASEHOLD AGREEMENT/PTO: YES <input type="checkbox"/> NO <input type="checkbox"/>			
SIZE OF THE PROPERTY m ²	COST OF THE PROPERTY	N\$
MONTHLY LEASE/RENT AMOUNT	N\$	TOTAL COST OF THE PROPERTY	N\$
SIGNATURE:		DATE:	

COMMENTS: MANAGER: FINANCE, ADMINISTRATION & IT

ALL ACCOUNTS PAID IN FULL: YES <input type="checkbox"/> NO <input type="checkbox"/>	
ANY REPAYMENT AGREEMENT IN PLACE IF ACCOUNT NOT PAID IN FULL:	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
SIGNATURE:	DATE:

COMMENTS: MANAGER: HEALTH, SANITATION, PLANNING & TECHNICAL SERVICES

WATER & SEWERAGE CONNECTION: YES <input type="checkbox"/> NO <input type="checkbox"/>	
ELECTRICAL CONNECTION: YES <input type="checkbox"/> NO <input type="checkbox"/>	
WHEELIE BIN PROVISION: YES <input type="checkbox"/> NO <input type="checkbox"/>	
ANY CONTRAVENTION WITH THE TOWN PLANNING SCHEME PROCEDURES AND LAWS: YES <input type="checkbox"/> NO <input type="checkbox"/>	
SIGNATURE:	DATE:

COUNCIL APPROVAL

ALLOCATION APPROVED <input type="checkbox"/>	ALLOCATION NOT APPROVED <input type="checkbox"/>
COUNCIL'S MEETING DATE:	
COUNCIL'S RESOLUTION NO:	

SIGNED AT OUTJO ON THIS _____ DAY OF _____ 20.....

CHAIRPERSON: MANAGEMENT COMMITTEE

CHIEF EXECUTIVE OFFICER

Terms and Conditions

The following conditions must be complied with regarding the purchasing and development of both residential and business properties/plots:

1. Residential Erven

- 1.1 The purchase of Property should be paid in cash or with a Bank guaranteed cheque.
- 1.2 Should the purchaser be in devoid of the total amount of the purchase value of that specific property, payment agreement should be made on a condition that a minimum 25% of the total purchase price is paid first in cash or with a bank guaranteed cheque as deposit.
- 1.3 Payment of the remaining amount/balance should not exceed 12 months from the date of the signing of the repayment agreement.
- 1.4 The clients with this arrangement could be allowed to develop that specific property following the necessary procedures as laid down by the Municipal Council.
- 1.5 The client shall complete the development of the property within 24 months from the date of allocation of such property.
- 1.6 The property will remain the property of Municipal Council of Outjo until fully paid.
- 1.7 The application for the purchase of the property will only be forwarded to the Conveyancer for property registration in the name of the purchaser upon the full payment of total purchase value of the property.
- 1.8 The repayment agreement shall be charged interest at a rate of 2.5% on outstanding balance.
- 1.9 The Council shall deduct 10% for administrative cost if the client opts to cancel the purchases of such property or fails to comply with the conditions of the deed of sale.
- 1.10 The Council reserves the right to revoke any sold property if the purchaser fails to comply with the conditions of the deed of sale with 10% deduction for administrative purposes.