

UNITED REPUBLIC OF TANZANIA  
LOCAL AUTHORITIES PENSIONS FUND



HOUSE LOAN APPLICATION FORM

**A: APPLICANT'S DETAILS**

1. Name.....Designation .....
- Employer..... Department .....
2. Salary check Number.....
3. Date of birth.....
4. Date of first employment.....
5. Date of confirmation.....
6. Date of retirement.....
7. Basic salary.....
8. Loan (if any).....
9. Postal Address..... 10.
- Physical Address.....
11. Telephone .....
- 12 .Mobile.....

**B: LAPF LOAN**

1. Amount Requested.....
2. Purpose of the Loan: Build/Purchase.....

**C: LOCATION OF A HOUSE TO BE BUILT/PURCHASED: MENTION:**

- 1. Title No..... 2. Land office No.....
- 3. Plot No..... 4. Block No.....
- 5. Area..... 6. District.....

**D: ATTACHMENTS**

- 1. Certified Copy of Title Deed
- 2. Certified Copy of Drawing of the Building
- 3. Original Sale Agreement (in case of purchase)
- 4. Recent Valuation Report ( Obtained within twelve (12) months prior of signing the Loan Agreement) (in case of purchase)
- 5. Recent original salary slip
- 6. Last promotion letter
- 7. Bill of Quantity prepared by Registered Quantity Surveyor (in case of building)
- 8. Letter of appointment in the Local Government Service;

**E: DECLARATION**

I hereby do declare to the best of my knowledge and understand that the information I have given above is correct and complete for the Fund to consider me for the loan. I also declare that any wrong information that I may have provided would lead to disapproval of the loan as per Loan Agreement and disciplinary action against me in accordance with relevant laws and regulations.

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Applicant's Signature

Date

**F: APPLICANT'S EMPLOYER**

I certify that the particulars of the employee as recorded above are correct to the best of my knowledge.

Employer's name.....

Address: .....  
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Employer's representative name.....

Designation.....

Signature.....Date.....

Employer's rubber stamp
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