

INSTRUCTIONS

- This form should be used to submit a Bid (an offer to purchase) for a property being sold by the NHT under Private Treaty Sale.
- Please review all the FREQUENTLY ASKED QUESTIONS on the website at www.nht.gov.jm before completing this form.
- **COMPLETE FORM IN BLOCK LETTERS.** (N.B. Please initial any change made to the completed form).
- **ONLY THE SPECIFIED DOCUMENTS MUST BE SUBMITTED WITH THIS BID LETTER**

YOUR BID WILL BE DISQUALIFIED IF YOU DO NOT COMPLY WITH THESE INSTRUCTIONS

PLEASE SUBMIT THE FOLLOWING DOCUMENTS WITH THIS COMPLETED ORIGINAL BID LETTER:

- A** Statement or letter from financial institution, **NOT OLDER THAN SIX MONTHS**, stating the:
- bidder's name,
 - currency of the funds
 - account balance

Please note that the account balance must be able to cover the following :

- i) Required deposit - (the **minimum deposit** is **5%** of the sale price /bid amount, where the bidder will be applying to the NHT for a loan, or **15%** otherwise)
- ii) Related costs - (estimated at **3%** of the sales price/bid amount)
- iii) Balance on the Sale Price.

If any portion of the bid amount will be covered by a mortgage see B & C

B THE ORIGINAL:

- i) Mortgage eligibility letter if loan will be accessed from NHT **OR**
- ii) Mortgage pre-approval letter, addressed to the NHT, from another financial institution.

- C** A letter witnessed by a Justice of the Peace or Notary Public if loan will be from an individual.

NOTE: The following persons are not allowed to bid for NHT units sold by Private Treaty:

- Staff members, extended family members of staff members and spouses of staff members, of the NHT
- Spouses of Board members, of the NHT
- Staff members, extended family members and spouses of staff members, of contracted External Agencies

PRIVATE TREATY BID LETTER

Private Treaty Committee
P.O. Box 152
Kingston 5

Dear Sirs:

I/We _____ and _____
Name of Bidder (A) Name of Bidder (B)

hereby submit a bid for property located at: _____
Full Property Address

_____, Property ID # _____
Full Property Address Obtain from NHT website or office

in an amount of _____
Bid amount in words

_____ Dollars _____ Cents, (\$ _____)
Bid amount in words Bid amount in figures

The purchase will be financed by **(Tick the appropriate box):**

- Mortgage – **NHT**
- Mortgage – **Other financial institution, including Joint Financing Mortgage**
- Cash
- Other source **e.g. Home Grant; Contribution Refund towards deposit (CRTD), Savings Account**
These must be pre - approved by NHT and proof submitted.

Enclosed, please find **(Tick the appropriate box):**

- Mortgage Eligibility Letter from NHT
- Pre approval letter of financing from other financial institution
- Documentary evidence of availability of funds (see instructions overleaf)

Are you a member of staff of the NHT or related to any member of staff of the NHT ? Yes No

Are you a member of staff of NHT's contracted External Agencies or related to any member of staff of NHT's contracted External Agencies ? Yes No
I/We may be contacted at:

Mailing Address of Bidder (A)

Mailing Address of Bidder (B)

Telephone number _____ (H)
_____ (W) _____ (C)

Telephone number _____ (H)
_____ (W) _____ (C)

Email: _____

Email: _____

Signature of Bidder (A)

Signature of Bidder (B)

Date _____
DD/MM/YYYY

Date _____
DD/MM/YYYY