

**FRTO 4**



**FMBN RENT-TO-OWN HOUSING SCHEME APPLICATION (FRTO)**

**GUARANTOR'S FORM**

Attach Guarantor's most recent photographs with name boldly written at the back

**GUARANTOR'S INFORMATION**

NAME:..... ID NO: .....

Date of Birth: ..... Sex: .....

Telephone No (s): .....

Email: .....

Occupation: .....  
(Attach a photocopy of your official ID card)

Employer: .....

Employer's Address: .....

How Long at this Job: ..... Relationship to Applicant: .....

How Long have you known the Applicant: .....

Marital Status: Single/Married/Divorced/Separated/Widow/Widower

Dependants (Age and Gender): ..... M/F ..... M/F .....M/F.....M/F.....M/F.....M/F

Guarantor's Bank: .....

Branch Address: .....

Monthly salary (Net): .....  
(Please attach a copy of your recent pay slip)

Income from other sources (Specify): .....

Debt Load: .....

**DECLARATION**

I.....do hereby and sincerely declare that the applicant  
..... is well known to me and is a person to whom RENT-TO-OWN  
Housing unit could be safely allotted. I also declare that the information provided in this form is correct  
and hereby accept to guarantee Mr./Mrs..... for the loan of  
N..... and in case of default, my salary should be deducted at source.

.....  
Guarantor's Name and Signature

.....  
Date

**FRTO 2**



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

**LETTER OF AUTHORITY**

I, \_\_\_\_\_ (IDNo.: \_\_\_\_\_) of  
Ministry/Department/Agency \_\_\_\_\_ hereby  
authorize you to deduct the sum of  
₦ \_\_\_\_\_ ( \_\_\_\_\_) from my  
salary: being the monthly repayment for the Rent-To-Own Product obtained from Federal  
Mortgage Bank of Nigeria until final liquidation of the facility.

In the event of my disengagement from service for any reason before full repayment of the loan  
amount, I also authorize you to deduct the outstanding balance of the loan, if any, from my  
terminal benefits and remit to FMBN.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature and Date

FRTO 1



S/No. \_\_\_\_\_

**FEDERAL MORTGAGE BANK OF NIGERIA**

**RENT-TO-OWN APPLICATION FORM**

Affix two passport photographs with full name, signature & date behind

**SECTION A - PERSONAL DETAILS**

TITLE: (MR./MRS./MS./MISS).....  
SURNAME MIDDLE FIRST

PREVIOUS NAME/MAIDEN NAME (IF APPLICABLE).....

NHF NUMBER: 

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BANK VERIFICATION NUMBER:.....

GENDER: MALE  FEMALE  DATE OF BIRTH: (DD/MM/YYYY).....

PLACE OF BIRTH (CITY/TOWN).....

MARTIAL STATUS: SINGLE  MARRIED  SEPERATED  DIVORCED  WIDOW

TELEPHONE NUMBER(S)..... EMAIL ADDRESS:.....

STATE OF ORIGIN:..... LGA:.....

CURRENT RESIDENTIAL ADDRESS (HOUSE/FLAT/PLOT NUMBER):.....

LOCALITY (TOWN/AREA WHERE STREET IS LOCATED):..... LGA.....

HOW LONG AT THIS ADDRESS:..... CURRENT RENT PAYMENT: N,.....

LANDLORD/AGENT'S NAME:..... LANDLORD/AGENT'S TEL NUMBER:.....

ADDRESS OF LANDLORD/AGENT:.....

WHAT IS THE SIZE OF YOUR FAMILY? (INCLUDE ANYONE WHO LIVES WITH YOU).....

LIST OF FULL NAMES OF CHILDREN/DEPENDANTS WHO WILL BE RESIDING IN THE PROPERTY

- 1..... 2.....
- 3..... 4.....
- 5..... 6.....

## SECTION B (I) - EMPLOYMENT DETAILS

OCCUPATION:.....JOB DESCRIPTION:.....

FULL - TIME  PART - TIME  OTHERS (PLEASE SPECIFY).....

CURRENT EMPLOYER'S NAME:.....ADDRESS.....

DATE EMPLOYED: (DD/MM/YYYY).....TOTAL MONTHLY SALARY (AFTER TAX).....

TOTAL ANNUAL SALARY.....

(PLEASE ATTACH COPIES OF YOUR OFFER OF EMPLOYMENT AND MONTHLY PAYSLEIPS FOR THE LAST 3 MONTHS)

## SECTION B (III)-DETAILS OF COOPERATIVE OR UNION OF THE APPLICANT

DO YOU BELONG TO A COOPERATIVE? YES  NO

WHAT IS THE NAME OF YOUR COOPERATIVE.....

ADDRESS.....

DO YOU BELONG TO A UNION? YES  NO

WHAT IS THE NAME OF YOUR UNION?.....

ADDRESS.....

(PLEASE ATTACH LETTER FROM YOUR COOPERATIVE/UNION AND OTHER RELEVANT DOCUMENTS)

## SECTION C - PROPERTY INFORMATION

WHAT TYPE OF PROPERTY ARE YOU APPLYING FOR?(PLEASE TICK ONE ONLY)

1 - BEDROOM SEMI DETACHED FLAT

2 - BEDROOM FLAT SEMI DETACHED

3 - BEDROOM FLAT SEMI DETACHED

1- BEDROOM BUNGALOW TERRACE

2 - BEDROOM BUNGALOW TERRACE

3 - BEDROOM BUNGALOW DETACHED

3 - BEDROOM BLOCK OF FLATS

2 - BEDROOM BLOCK OF FLATS

1 - BEDROOM BLOCK OF FLATS

OTHERS SPECIFY.....

WHERE IS THE PROPERTY LOCATED? (PLEASE INCLUDE NAME & LOCATION OF HOUSING SCHEME).....

.....

**DECLARATION (TO BE SWORN BY APPLICANT)**

I,.....OF.....

.....  
**DO HEREBY SINCERELY DECLARE, THAT THE INFORMATION GIVEN IN THIS APPLICATION FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE, AND HEREBY SOLEMNLY UNDERTAKE TO ACCEPT ANY CONTRARY DECISION THAT MIGHT BE TAKEN AGAINST ME IF IT IS FOUND OUT OR DISCOVERED THAT ANY OF THE INFORMATION GIVEN BY ME IS NOT CORRECT**

.....  
**SIGNATURE/MARK OF DECLARANT/APPLICANT3**

**FRTO 5**



**FORMAT FOR THE LETTER OF UNDERTAKING TO BE PRODUCED ON ORGANISATION'S LETTER HEADED PAPER**

**The Managing Director,  
Federal Mortgage Bank of Nigeria,  
Central Business District,  
Abuja,**

**Dear Sir,**

**LETTER OF UNDERTAKING**

We hereby undertake to deduct the sum of ₦ \_\_\_\_\_  
( \_\_\_\_\_ ) monthly from the salaries of the beneficiaries of the Rent-To-Own Product Batch No. \_\_\_\_\_ in the sum of ₦ \_\_\_\_\_ ( \_\_\_\_\_ ) obtained from the Federal Mortgage Bank of Nigeria until final liquidation of the facility.

In the event of disengagement from service for any reason before full repayment of the loan amount, we also undertake to deduct the outstanding balance of the loan, if any, from the terminal benefits of the affected beneficiary (ies) and remit to FMBN.

Also, in the event of death of the beneficiary, the employer shall undertake to inform the bank about the death immediately.

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**Name, Signature & Stamp**