



SMART ENERGY LOAN CHECKLIST

Listed below are the documents required for **loan processing for existing NHT mortgagors**:

1. **N.I.S. Card** (*where applicable*)
2. **T.R.N. Card / Letter from Tax Administration Jamaica (TAJ) / Driver's License** (for all loan applicants, as well as persons whose names appear or will appear on the title).
3. **Last two (2) months' pay slips** from present employer. *If Self-Employed/Voluntary*, income and contribution information will be requested from our Compliance Department on your behalf.
4. **Proof of Age**: Certified copy of new Birth Certificate (*where applicable*)
5. **Two (2) valid forms of Identification** (one of which must be a government issued ID, for e.g. Driver's License; Passport; etc. The secondary ID may be that of your present employer and must bear a photograph, identification number and a future expiry date).
6. **One (1) current passport-sized photograph**
7. **Marriage Certificate /Decree Absolut / Decree Nisi** (*where applicable*).
8. **Certificate of Payment of Property Taxes**
9. **Surveyor's ID Report** (should not be more than one (1) year old and must be prepared by a Commissioned Land Surveyor).
10. **Pro-forma Invoice** from Supplier (*supplier must be NHT compliant*) detailing the cost for supplying and installing the energy saving technology being financed.
11. **Letter of undertaking** which should state that:
 - Supplier will supply and install the energy saving technology within 30 days of receipt of NHT's letter of undertaking.
 - The deposit will be remitted to the NHT in full, should the supplier be unable to provide the system.