



# CONTRIBUTIONS REFUNDS TOWARD DEPOSIT (CRTD) APPLICATION

**NOTE:**  
This form is to be completed by the Customer Service Representative at the loan pre-qualification interview for each contributor who is applying for a CRTD Loan.

## A. APPLICANT'S INFORMATION & PURPOSE OF LOAN

NAME: \_\_\_\_\_  
Surname Middle Name First Name

NIS # [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] TRN # [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] TEL # [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

EMAIL: \_\_\_\_\_

### THE PURPOSE OF THE CRTD IS TOWARDS:

Deposit  Surveyors ID Report  Structural Engineer's Report  Property Tax   
Shortfall in Purchase Price  Valuation Report  Legal Fees

## B. UNIT/LOT AND CONTRIBUTIONS INFORMATION

- 1. SELLING PRICE OF UNIT/LOT: \$ \_\_\_\_\_
- 2. REQUIRED/UNPAID DEPOSIT: \$ \_\_\_\_\_
- 3. TOTAL VALUE OF CONTRIBUTIONS IN THE TIME ACCOUNT: \$ \_\_\_\_\_
- 4. ACTUAL VALUE OF CONTRIBUTIONS USED TOWARDS DEPOSIT: \$ \_\_\_\_\_
- 5. CONTRIBUTION YEARS USED TOWARDS DEPOSIT: \_\_\_\_\_
- 6. CRTD LOAN AS A PERCENTAGE OF THE SELLING PRICE OF THE UNIT/LOT: \_\_\_\_\_ %  
*(should not exceed 15% of the price of the property)*
- 7. BALANCE REMAINING ON SELLING PRICE OF UNIT/LOT (AFTER CRTD LOAN): \$ \_\_\_\_\_

## C. CRTD AUTHORISATION

I/We \_\_\_\_\_ of \_\_\_\_\_  
Full Name Address

hereby gives permission to the National Housing Trust, to use my Contribution Refund Towards Deposit (CRTD) totaling \$ \_\_\_\_\_, to offset the costs stated in the invoice/statement attached.

\_\_\_\_\_  
Applicant's Name Applicant's Signature Date: DD/MM/YYYY

### FOR NHT USE ONLY

**IDENTIFICATION TYPE** National ID  Driver's License  Passport   
Identification # \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
DD/MM/YYYY

NHT Officer \_\_\_\_\_ NHT Officer \_\_\_\_\_ Date: \_\_\_\_\_  
Full Name Signature DD/MM/YYYY

# CONTRIBUTION REFUND TOWARDS DEPOSIT (CRTD) LOAN CHECKLIST

Please submit the documents indicated with a tick [v] to the Customer Service Section of any NHT Office.

1. National Insurance Scheme (NIS) Card.
2. Tax Registration Number (TRN) – (TRN Card or Driver’s Licence with the TRN).
3. **If employed:**
  - a. Letter from employer stating:
    - i. current gross income;
    - ii. dollar value of NHT contributions deducted for the last 52 weeks;
    - iii. that NHT contributions deducted for the last 52 weeks have been paid over to the Trust.
  - b. Last three (3) months pay slips
4. **If self-employed:**
  - a. Certificate of Contributions from the NHT’s Compliance Department.
5. Proof of Identity (valid Passport, Driver’s License or National ID)
6. Proof of Age document (Birth Certificate or valid Passport)
7. Signed Sale Agreement with a minimum of 60 days left for completion of transaction from the date of applying for the CRTD loan (*where the contributor has received the Sale Agreement from the vendor’s attorney/financial institution*).
8. Purchaser’s Statement of Account detailing payments made and outstanding balances to be paid.
9. Deposit receipt (if any).
10. Documentary proof of how the balance on the sale price will be paid (e.g. bank statement, bankbook, letter from employer or financial institution, etc.)
11. **Deposit:**
  - a. A **Statement of Accounts** and a copy of the stamped **Sales Agreement** from the Vendor’s Attorney/Financial Institution must be submitted, stating the outstanding deposit amount.
  - b. **Letter of Undertaking from the vendor’s Attorney stating that:**
    - i. the Sale Agreement will be forwarded for stamping within ten (10) days of receipt of NHT’s cheque for the deposit/shortfall;
    - ii. a copy of the stamped Sale Agreement will be sent to the NHT within ten (10) days of receipt from the Stamp Office; the deposit/shortfall will be returned in full to the NHT, if for any reason the sale is cancelled.
  - c. **Legal Fees**

If a Contributor is applying for a CRTD Loan to pay Legal Fees:

    - i. An invoice is required from the Vendor’s Attorney, stating the amount outstanding.
    - ii. A Letter of Undertaking stating that the legal fees will be returned in full to the NHT, if for any reason the sale is cancelled
  - d. **Shortfall**

If a Contributor is applying for a CRTD Loan to finance the shortfall, a *Statement of* from the Vendor attorney/Financial Institution should be submitted stating the amount outstanding.
  - e. **Surveyor’s ID Report, Valuation Report, Structural Engineer’s Report:**

If a Contributor is applying for a CRTD Loan to assist in paying for a Surveyor’s ID Report, a Valuation Report or a Structural Engineer’s Report, an invoice should be submitted from the Vendor stating the cost of the service.
  - f. **Property Tax Payment:**

If a Contributor is applying for a CRTD Loan to assist in paying Property Tax, a property tax statement is required from Tax Administration of Jamaica, stating the outstanding property tax amount.