



## COMMERCIAL PROPERTY BIDDING LETTER

### INSTRUCTIONS

- This form should be used to submit a bid (an offer to purchase) for a Commercial Property being sold by the NHT.
- **COMPLETE FORM IN BLOCK LETTERS.** (N.B. Please initial any change made to the completed form)

**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:
- ✓ Proposer's name
  - ✓ Currency of the funds
  - ✓ Account balance

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

- ✓ Required deposit - (the minimum deposit is 15% of the purchase price proposed)
- ✓ Related costs - (estimated at 3% of the proposed price)
- ✓ Balance on the Sale Price.

If any portion of the bid amount will be covered by a mortgage. please submit:

- B.** THE ORIGINAL: Mortgage pre-approval letter from a financial institution NOT OLDER THAN SIX MONTHS

**NOTE: The following persons are not allowed to bid for Commercial property sold by the NHT:**

- NHT staff members, their spouses or extended family members of NHT staff
- NHT Board members, their spouses or extended family members of the NHT Board
- Staff of contracted external agencies, their spouses and extended family



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Date \_\_\_\_\_

### BIDDERS INFORMATION

A. Bidder's name and mailing address	
B. Bidder's current legal status (e.g., corporation, limited liability company, partnership, or sole-proprietorship/ self-employed)	
C. Bidders Taxpayer Registration Number (TRN)	
D. If Bidder is a corporation, limited liability company or partnership: - Contact person's name - Title - Telephone number - e-mail address	
E. Signature of Bidder (if Bidder is an entity, the signature and title of the individual authorized to sign on such entity's behalf).	
Please provide complete answer to all questions below by placing a tick in the appropriate box.	
1. Are you a member of staff of the NHT or related to any member of staff of the NHT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
2. 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? <input type="checkbox"/> YES <input type="checkbox"/> NO	
3. The purchase will be financed by <input type="checkbox"/> - Mortgage – Other financial institution <input type="checkbox"/> - Cash or Other source	
4. Enclosed please find <input type="checkbox"/> - Pre approval letter from financial institution <input type="checkbox"/> - Documentary evidence of availability of funds	



## COMMERCIAL PROPERTY BIDDING LETTER

Selection Committee  
National Housing Trust  
4 Park Boulevard,  
Kingston 5

Dear Sirs:

I/We \_\_\_\_\_ and \_\_\_\_\_  
*[Name of Proposer (A)]* *[Name of Proposer (B)]*

hereby submit a bid for property located at: \_\_\_\_\_

\_\_\_\_\_  
*(Full Property Address as advertised)*

in an amount of \_\_\_\_\_  
*(Bid amount in words)*

(\$ \_\_\_\_\_)  
*(Bid amount in figures)*

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)

TRN \_\_\_\_\_

TRN: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Bidder (A)*

\_\_\_\_\_  
*Signature of Bidder (B)*