

REQUIREMENTS FOR A HOUSING LOAN

1. The Purchase of a House

- fully completed Housing loan application form
- copy of signed and accepted Offer to Purchase

Note: Payment of approved housing loan is only made on the instruction of the Transferring Attorney and into the Transferring Attorney's Trust Account.

2. To Purchase a Wendy House

- fully completed Housing loan application form
- fully completed Landlord's Waiver form, which is written permission from the owner of the property for you to place your wendy house on their property.
- proof of ownership of the property from the Landlord, (i.e. rates bill and/or Title Deed)
- detailed quote for wendy house
 - ↳ the quote must include the following:-
 - the size/dimensions
 - what the floor is made of, either:-
 - concrete; or
 - ↳ if made of concrete then the ground must first be compacted before the cement is thrown. Compacting must be done first to ensure that the floor does not crack and sink.
 - ↳ the concrete must be raised about fifteen (15cm) centimetres above the ground. This is to ensure that in the rainy periods water does not flow into the wendy house.
 - wood
 - ↳ if made of wood then the Wendy house must be raised off the ground and placed on sufficient bricks or cement slabs, at least fifteen (15cm) centimetres above ground level.
 - ↳ the floor must be level.
 - roof shape and materials
 - ↳ whether a pitch roof \triangle ; or
 - ↳ a flat roof
 - ↳ corrugated iron or IBR sheeting.

NOTE:

- No deposits are given for the construction of a Wendy house, and
- Payment is made only once the Wendy house has been completely installed, and
- the Member and the Council Agent has inspected the structure and both are satisfied that the Wendy house has been constructed according to the approved quote, and
- that the Wendy house has been erected on the correct property.

NB: PLUMBING – IF A MEMBER IS WANTING TO INSTALL A TOILET, SHOWER, BATH OR BASIN IN A WENDY HOUSE, THEN APPROVED CITY COUNCIL PLANS MUST BE SUBMITTED ALONG WITH THEIR APPLICATION.

3. Alterations & Additions

- fully completed application form
- proof of ownership of property
- City Council approved plans
 - ↳ date of approval must not be more than ONE year from date of housing loan application.
- detailed quotes
- detailed progress payment schedule for builder.

4. Boundary walls

- fully completed application form
- proof of ownership of property
- detailed quote
- If boundary walls are to be higher than 1800mm then approved City Council plans are required.