

INSTRUCTIONS

- This form should be used to submit a Bid (an offer to purchase) for a property being sold by the NHT under Private Treaty Sale.
- Please review all the FREQUENTLY ASKED QUESTIONS on the website at <u>www.nht.gov.jm</u> before completing this form.
- COMPLETE FORM IN BLOCK LETTERS. (N.B. Please initial any change made to the completed form).
- ONLY THE SPECIFIED DOCUMENTS MUST BE SUBMITTED WITH THIS BID LETTER

YOUR BID WILL BE <u>DISQUALIFIED</u> 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:
 - bidder's name,
 - currency of the funds
 - account balance

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

 i) Required deposit - (the minimum deposit is 5% of the sale price /bid amount, where the bidder will be applying to the NHT for a loan, or 15% otherwise)

ii) Related costs - (estimated at **3%** of the sales price/bid amount)

iii)Balance on the Sale Price.

If any portion of the bid amount will be covered by a mortgage see B & C

B THE ORIGINAL:

i) Mortgage eligibility letter if loan will be accessed from NHT OR
 ii) Mortgage pre-approval letter, addressed to the NHT, from another financial institution.

C A letter witnessed by a Justice of the Peace or Notary Public if loan will be from an individual.

NOTE: The following persons are not allowed to bid for NHT units sold by Private Treaty:

- Staff members, extended family members of staff members and spouses of staff members, of the NHT
- Spouses of Board members, of the NHT
- Staff members, extended family members and spouses of staff members, of contracted External Agencies

PRIVATE TREATY BID LETTER

Kingston 5 Dear Sirs:						
I/We	Name of Bidder (A)	i	and	Name of Bidder (B)		
hereby subr	nit a bid for property locate	ad at:				
		o at	F	ull Property Address		
			, Property ID #			
	Full Property Address			Obtain from NHT w		
in an amour	nt of					
		Bid amount in w	rords			
	Bid amount in words	C	ollars	Cents, (\$) unt in figures	
he purchase	e will be financed by <i>(Tick</i>	the appropriat	e box):	Bia amo	unt in figures	
Г	Mortgage – <i>NHT</i>					
L	」 Mortgage – <i>Other finan</i>	cial institution, i	ncluding Join	t Financing Mortgage		
L	Cash					
	Other source <i>e.g. Home</i>	e Grant; Contribi	ution Refund	towards deposit (CRTD), S	avings Accou	
	Other source e.g. Home			towards deposit (CRTD), S ved by NHT and proof sub		
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