

## Cardinalstone Pension

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## DOCUMENTS REQUIRED FOR THE PROCESSING OF 25% EQUITY CONTRIBUTION FOR MORTGAGE

1. Written Application requesting for 25% Equity contribution for 25% Mortgage
2. Mortgage Withdrawal Application Form With the PFA
3. Mortgage Withdrawal Application Form from Mortgage Lender
4. Data Recapture Form (if not completed)
5. Property Offer Letter from the Owner showing the address of the building
6. Valuation Report on the Property from Licensed Estate Surveyor and Valuers
7. Endorsed Retirement Saving account statement from PFA
8. Other Forms:
  - (i) Completed Indemnity Form from Applicant(s) Sworn at the High Court
  - (ii) Completed Indemnity Form from the Mortgage Lender
  - (iii) Consent Form signed with the PFA
  - (iv) Consent Form signed with the Mortgage Lender
9. Signed Letter from the Mortgage Lender stating that 25% of the RSA balance is adequate to offset the Equity Contribution.
10. If Inadequate, Evidence of the supplementary Payment
11. Offer Letter from the Mortgage Lender
12. Confirmation of Title and Availability of the Property by the Mortgage Lender

- 13. Birth certificate/Declaration of Age**
- 14. Bank Account details of the Applicant with the Mortgage lender  
with attached Statement of account**
- 15. Letter from Employer stating the date of Retirement**
- 16. Valid Means of Identification**
- 17. Recent Passport Photograph**

RSA holders & Retirees are advised against offering of cash or any other form of gift to any Staff in form of charges for services rendered or to be rendered.