## BHC SALES PROCESS



Botswana Housing Corporation sell the rented properties and also new housing developments outright to different customer segments comprising;

- Individual citizens
- Citizen controlled companies
- Parastatals
- Botswana Government Departments
- Other public institutions (Local Authorities, Societies)

The Corporation also administer the Tenant Purchase Scheme (TPS) which is available on;

• Rented properties and also on unoccupied houses in Serowe, Tati Siding and Gerald Estate in Francistown.

If interested in buying any of our available houses you may contact our team of experienced officers at any of our Area Offices in Gaborone, Kanye, Molepolole, Palapye, Selebi Phikwe, Francistown, Maun and Kasane. They are ready and willing to assist you purchase the house you occupy.

## SITTING TENANTS REQUIREMENTS

- Tenants submit certified copies of Omang
- Marriage certificate (if married, with spouse's Omang)
- Financial reference and affidavit declaring whether the applicant has purchased a BHC house before or not
- Fill application form
- 1. BHC advertises properties available on local media for 30 days upon which potential customers can apply by filing out application forms available
- 2.BHC carries out a vetting check on the application for eligibility after which you pay a valuation fee if you have passed the vetting
- 3. BHC value and offer the property to the tenant
- 4. The financier brings a letter of undertaking or customer makes payment if self-financing
- 5. Signing a sale agreement
- 6. The conveyancer transfers the title, the buyer bearing the costs
- 7. The financier makes full payment to BHC on behalf of the customer for purchase of the house

## **NEW HOUSES**

- 1. BHC advertises the housing units earmarked for sale through the media
- 2. Customers view the housing units if they choose to
- 3. Customers submit requirements, same as for tenanted housing units
- 4.BHC vets the applicant and allows him/her to complete application form and choose a unit, and then offer on first come first served basis.
- 5. The rest of the process is as per tenanted housing units thereafter

## **HOMES AVAILABLE BY TENDER**

- 1. BHC advertises houses available for sale by tender through the media.
- 2. Customers submit sealed envelopes with requirements same as for tenanted housing units, with completed application form and administration fee payment receipt
- 3. Applicant States the amount which they proposes to buy for
- 4. BHC evaluates tenders and offer to the successful and eligible bidders as per the tender terms
- 5. The rest of the process is as per tenanted housing units thereafter

Tune in to RB2 every Tuesday of the week at 16h30 to hear more about our products, services and processes.



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