



BOTSWANA HOUSING CORPORATION
Lease Application Form (Individual)

BHC/RO/EST-PR04/F01

Revision No.: 00

Preferred house type by priority **(Choose only 2 options)** (1 as first preference and 2 as second preference)

| | | | | | | | | | | | |
|----------------|--------------|--|--|--|--|--|--|--|--|--|--|
| House number 1 | House type 1 | | | | | | | | | | |
| | House type 2 | | | | | | | | | | |

Applicant's Particulars

Surname _____
 Forename _____
 Other Names _____ Title _____
 Maiden Name _____
 Nationality _____ Marital Status _____
 Omang/ID or Passport Number _____
 Date of Birth

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

 Place of Birth _____
 Postal Address _____
 Physical Address _____
 Telephone Work _____ Home _____
 Cellphone _____ Fax _____
 E-mail Address _____

Employment Details

Employer's Name _____
 Work Station/Branch _____ Location _____
 Employer's Address _____
 Occupation _____
 Telephone S/board _____ Fax _____

Spouse's Particulars

Surname _____
 Forename _____ Title _____
 Other Names _____
 Maiden Name _____
 Nationality _____
 Omang/ID or Passport Number _____
 Date of Birth

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

 Place of Birth _____
 Telephone _____ Cellphone _____
 E-mail Address _____

Spouse's Particulars

Employer's Name _____
 Work Station/Branch _____
 Employer's Address _____
 Telephone S/board _____ Fax _____

Applicant Home Village/Town Details

Village/Town Name _____
 Ward _____
 District _____
 Chief/Headman's Name _____

Dependants

| | Name | Relationship |
|---|-------|--------------|
| 1 | _____ | _____ |
| 2 | _____ | _____ |
| 3 | _____ | _____ |
| 4 | _____ | _____ |

(Indicate if Major/Minor)

Next of Kin Details

Relationship _____

Surname _____

Forename _____

Postal Address _____

Telephone Work _____ Home _____

Cellphone 1 _____ 2 _____

Employer's Name _____

Employer's Telephone S/board _____ Fax _____

Applicant's Signature _____

Date

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

FOR OFFICIAL USE ONLY**Date and Time Application Received**Date

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

Time

| | | | |
|---|---|---|---|
| H | H | M | M |
|---|---|---|---|

 HOURSAdministration / Application Fee P

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

OFFICIAL STAMP**Eligibility Vetting**

- (a) Is Applicant \geq 21 years old? Yes No
- (b) Is the applicant emancipated? Yes No
- (c) Are Requirements as per advertisement met? Yes No
- (d) Is the Applicant renting (or has rented) a BHC property? Yes No

House No. _____ Town/Village _____

Rental status _____ Date house/flat vacated

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

Reason for vacating _____

(e) Has Applicant purchased a BHC property? Yes No

Plot/Unit No. _____ Location _____

Sale Date

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

 Sale Category _____

Assessing Officer _____ Signature _____

Date

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

Credit Control Officer _____ Signature _____

Date

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

House Offered Details

House Type _____

Monthly rent _____

Plot/House Number 1 _____ P _____

Location _____ Town/Village _____

Allocations' Chairperson _____ Signature _____

Date

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

Attachments to be submitted

- (1) Certified copy of valid Applicant & Spouse's Omang/Passports, and Naturalisation Certificates if born outside Botswana (2) Certified copy of Marriage Certificate, if married, or Decree Absolute if divorced (3) Letter of consent from spouse to apply for accommodation (4) All potential applicants are to bring an affidavit to show that neither them nor their spouse rent or own a property obtained directly from BHC. (5) Latest payslip and six months bank statement

