



## ASO NHF REQUIREMENTS

ITEMS	NO. OF PHOTOCOPY
1. OFFER LETTER ( <b>Provisional allocation letter</b> )	2
2. ACCEPTANCE LETTER	2
3. EQUITY CONTRIBUTION:	
➤ ₦ 1-5MILLION	10%
➤ ₦ 5-10MILLION	20%
➤ ₦ 10-15MILLION	30%
4. PAY SLIPS (3 <b>months</b> )/ Bank statement ( <b>Six months</b> )	2
5. ACCOUNT OPENING ( <b>Current or My house account</b> ) Minimum <b>₦10,000.00</b>	
6. NHF APPL. FORM – PAY <b>₦1000.00</b> INTO ACC 52031.	2
7. CURRENT TAX CLEARANCE FOR NON CIVIL SERVANTS	2
8. VALUATION REPORT ON PROPERTY TO BE MORTGAGED	2
9. NHF CONTRIBUTION PASSBOOK	2
10. BIRTH CERTIFICATE OR DECLARATION OF AGE.	2



11. LETTER OF UNDERTAKING FROM APPLICANT, UNDERTAKING TO HAVE NEVER ACESSED NHF LOAN.

12. LEGAL SEARCH AND PROCESSING FEES (PAYABLE TO FMBN)  
**₦15,000.00**

## REQUIREMENTS FOR CONSTRUCTION AND IMPROVEMENT (RENOVATION)

### A TITLE DOCUMENTS:

**2 PHOTOCOPIES  
EACH**

- Certificate of Occupancy
- DEED OF ASSIGNMENT
- APPROVED BUILDING PLAN
- ORIGINAL SITE PLAN

### B SUPPORTING DOCUMENTS:

**2 PHOTOCOPIES  
EACH**

- ORIGINAL BILL OF QUANTITY PREPARED BY A REGISTERED QS (**stamped, sealed and signed**).
- VALUATION REPORT.