



OKAHAO TOWN COUNCIL

PO BOX 699
OKAHAO
OMUSATI REGION

TEL: +264-65-252204/5
FAX: +264-65-252201
Website: www.okahaotc.com.na
E-mail: info@okahaotc.com.na

APPLICATION FOR ERF/ERVEN

Please note that certified copies of the following documents must be submitted together with this form where applicable:

1. ID document
2. Marriage certificate (in terms of Marriage Equality Act No. 1 of 1996)
3. ID document of spouse
4. Companies or Close Corporation registration certificate
5. A Business plan and the Building plan
6. Proof of funding or income (Latest pay slip or bank statement)

SECTION A: PARTICULARS OF APPLICANT	
<i>The details/information of the applicant's Spouse must also be filled in where applicable</i>	
APPLICANT'S DETAILS	SPOUSE'S/NEXT OF KIN DETAILS
SURNAME:	SURNAME:
FIRST NAME (S):	FIRST NAME (S):
ID. NUMBER / COMPANY NO:	ID. NUMBER / COMPANY NO:
RESIDENTIAL ADDRESS:	RESIDENTIAL ADDRESS:
POSTAL ADDRESS:	POSTAL ADDRESS:
TEL:	TEL:
FAX:	FAX:
EMAIL ADDRESS:	EMAIL ADDRESS:
OCCUPATION:	OCCUPATION:
INCOME PER MONTH:	INCOME PER MONTH
EMPLOYER:	EMPLOYER:

SECTION B: DESCRIPTION OF THE ERVEN/PLOTS REQUIRED	
<i>Please indicate the Erf/plot of your choice by ticking in the appropriate land use category</i>	
RESIDENTIAL <input type="checkbox"/>	GENERAL RESIDENTIAL <input type="checkbox"/>
BUSINESS <input type="checkbox"/>	OFFICE /INSTITUTIONAL <input type="checkbox"/>
OTHERS, SPECIFY: <input type="checkbox"/>	INDUSTRY <input type="checkbox"/>

APPROXIMATE ERF SIZE REQUIRED:

Average Erf Size	Income Brackets	Tick your Choice
300 - 600 m2	Low income	
600 - 1000 m2	Middle income	
above 1000 m2	High income	

NB: Motivations: For business and industrial erven, please attach a brief business proposal stating exact activities/ that the erf/erven will be used for, and attach a building plan showing ONLY the floor coverage and side elevations.

SECTION C: DESCRIPTION OF CURRENT ERF OWNERSHIP IN OKAHAO	
<i>If you are currently owns any Erf/erven in Okahao Town, please complete this section</i>	
ERF NO:	LEASE AGREEMENT:
SIZE:	OUTSTANDING AMOUNT DUE TO COUNCIL:
REFERENCE OR ACCOUNT NO:	DATE OF FIRST OCCUPATION:
SPECIFY THE IMPROVEMENTS:	WHO IS OCCUPYING THE ERF IF NOT YOU:
WHO IS RESPONSIBLE FOR PAYMENT OF COUNCIL'S ACCOUNT:	

SECTION D: FINANCIAL INFORMATION	
<i>This section should be completed in full, please indicate your intentions</i>	
INTENDED METHOD OF BUYING THE PLOT: CASH <input type="checkbox"/>	INSTALLMENT <input type="checkbox"/> BANK LOAN/SUBSIDY <input type="checkbox"/>
ESTIMATED COST OF CONSTRUCTION:	
QUALIFIED LOAN AMOUNT OR SUBSIDY:	
INTENDED COMMENCEMENT DATE FOR CONSTRUCTION:	

SECTION E: DECLARATION	
<p>I, the undersigned hereby declare that the information supplied in this form is correct and I shall adhere to the conditions printed overleaf as well as to abide to the council's building standard regulations and that the requested erf/erven shall only be utilized for the purpose it has been applied for unless otherwise consented to by the Council.</p> <p>I further declare that I understand that this application, whether approved or not, does not constitute a valid agreement between the Okahao Town Council and the applicant and that the Okahao Town Council reserves the right not to approve any application that is not fully completed or supported by the documents as required and that should it at any stage transpire that any of the information supplied is incorrect or false, Okahao Town Council reserves the right to cancel such application.</p>	
<p>SIGNED AT-----ON THIS ----- DAY OF-----20.....</p>	
<p>_____ SIGNATURE OF APPLICANT</p>	<p>_____ SIGNATURE OF SPOUSE</p>

FOR OFFICIAL USE ONLY

PROPERTY MANAGEMENT

ERF PAID IN FULL /LEASEHOLD AGREEMENT/PTO: YES <input type="checkbox"/> NO <input type="checkbox"/>			
SIZE OF THE PROPERTY	sqm	COST OF THE PROPERTY	N\$
VAT (15%)	N\$	TOTAL COST OF THE PROPERTY	N\$
SIGNATURE:		DATE:	

COMMENTS: MANAGER FOR FINANCE AND ICT

ALL ACCOUNTS PAID IN FULL: YES <input type="checkbox"/> NO <input type="checkbox"/>	
ANY REPAYMENT AGREEMENT IN PLACE IF ACCOUNT NOT PAID IN FULL:	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
SIGNATURE:	DATE:

COMMENTS: MANAGER FOR TECHNICAL SERVICES AND INFRASTRUCTURES

ILLEGAL WATER CONNECTION: YES <input type="checkbox"/> NO <input type="checkbox"/>	
ILLEGAL ELECTRICAL CONNECTION: YES <input type="checkbox"/> NO <input type="checkbox"/>	
ANY CONTRAVENTION WITH THE TOWN PLANNING PROCEDURES AND LAWS: YES <input type="checkbox"/> NO <input type="checkbox"/>	
SIGNATURE:	DATE:

COUNCIL APPROVAL

ALLOCATION APPROVED <input type="checkbox"/>	ALLOCATION NOT APPROVED <input type="checkbox"/>
COUNCIL'S MEETING DATE:	
COUNCIL'S RESOLUTION NO:	
IF APPROVED WITH CONDITIONS:	

SIGNED AT OKAHAO ON THIS _____ DAY OF _____ 20.....

CHAIRPERSON OF THE MANAGEMENT COMMITTEE

CHIEF EXECUTIVE OFFICER

Terms and Conditions

The following conditions must be complied with regarding the purchasing and development of both residential and business properties/plots:

1. Residential Plots

- 1.1 The purchase of Property should be paid cash or on a Bank guaranteed cheque.
- 1.2 Should the purchaser be in devoid of the total amount of the purchase value of that specific property, payment agreement should be made on a condition that a minimum 25% of the total purchase price is paid first in cash or on a bank guaranteed cheque.
- 1.3 The repayment period should not exceed 12 months from the date of the signing of the repayment agreement.
- 1.4 The clients with this arrangement could be allowed to develop that specific property following the necessary procedures as laid down by the Town Council.
- 1.5 The client shall complete the development of the property within 12 months from the date of allocation of such property.
- 1.6 That specific property will still be a registered property of the Okahao Town Council until the total purchase value is fully paid 100%.
- 1.7 The application for the purchase of the property will only be forwarded to the Conveyancer for property registration in the name of the purchaser upon the full payment of total purchase value of the property.
- 1.8 The repayment agreement shall be charged interest at a rate of 2.5% on outstanding balance.
- 1.9 No refund shall be paid to the client if the client opted to cancel the purchases of such property or fails to comply with the conditions of the deed of sale.
- 1.10 Council reserves the right to revoke any sold property if the purchaser fails to comply with the conditions of the deed of sale.

2. Business/Institutional/Industrial Plots

- 2.1 The purchase of Property should be paid cash or on a Bank guaranteed cheque.
- 2.2 Should the purchaser is in devoid of the total amount of the purchase value of that specific property, payment agreement could be made on a condition that a minimum 50% of the total purchase price is paid first in cash or on a bank guaranteed cheque.
- 2.3 The repayment period should not exceed 12 months from the date of the signing of the repayment agreement.
- 2.4 The clients with this arrangement could be allowed to develop that specific property following the necessary procedures as laid down by the Town Council.
- 2.5 The client shall complete the development of the property within 12 months from the date of allocation of such property.
- 2.6 That specific property will still be a registered property of the Okahao Town Council until the total purchase value is fully paid 100%.
- 2.7 The application for the purchase of the property will only be forwarded to the Conveyancer for property registration in the name of the purchaser upon the full payment of total purchase value of the property.
- 2.8 The repayment agreement shall be charged interest at a rate of 2.5% on outstanding balance.
- 2.9 No refund shall be paid to the client if the client opted to cancel the purchases of such property or fails to comply with the conditions of the deed of sale.
- 2.10 Council reserves the right to revoke any sold property if the purchaser fails to comply with the conditions of the deed of sale.