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<th>Version No.</th>
<th>Date</th>
<th>Purpose/Changes</th>
<th>Author</th>
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<td>1.0</td>
<td>01/08/2013</td>
<td>First version</td>
<td>Registrar</td>
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# APPLICATION FOR LAND LOAN FORM

(To be completed in triplicate by staff with five years of unbroken service in the University)

## SECTION A:

**TO:** THE VICE CHANCELLOR  
**PERSONAL FILE NO:** ………………….  
**MEMBERSHIP:** ……………………………

**UNION THROUGH:** DEAN/HEAD OF DEPT.  
**DATE:** ………………………………

I wish to apply for a Loan to purchase a plot of land under the University regulations. My particulars are as follows:

1. **APPLICANT’S NAME:** ………………………………………………………………………
   (Surname)  
   Other Names

2. **DATE OF BIRTH:** ………………………………………………………………………

3. **MARITAL STATUS:** ………………………………………………………………………

4. **DESIGNATION:** ………………………………………………………………………

5. **PRESENT SALARY:** ………………………………………………………………………

6. **FACULTY/DEPARTMENT:** ……………………………………………………………

7. **DATE OF FIRST APPOINTMENT:** …………………………………………………

8. **DATE OF CONFIRMATION OF APPOINTMENT:** ……………………………

9. **AMOUNT OF LOAN REQUIRED:** ……………………………………………

10. **PURPOSE FOR WHICH LOAN IS REQUIRED:** ……………………………

11. **PERIOD OF REPAYMENT ( ):** …………………………………………………

12. **AMOUNT OF OUTSTANDING LOAN COMMITMENTS TO THE UNIVERSITY (IF ANY):** …………………

   APPLICANT’S SIGNATURE: ………………………………  
   DATE: ……………………………

   • attach a photocopy of letter of confirmation of appointment

13. **RECOMMENDATION BY HEAD OF DEPARTMENT:** ……………………………

   Name of Head of Department: ……………………………………………………………
   Signature: ………………………………  
   Date: ……………………………

   Name of dean of faculty: ……………………………………………………………
   Signature: ………………………………  
   Date: ……………………………
(FOR ACADEMIC STAFF ONLY)

SECTION B

(14) FOR OFFICIAL USE

To be completed by bursary department:

(A) **SALARIES & WAGES SECTION**

(i) Applicant’s basic salary N: ……………………………………………………………

(ii) Hatiss: ……………………………………………………………………………………

(iii) Name: ……………………………………………………………………………………

(iv) Status: ……………………………………………………………………………………

……………………………………….   …………………………….

SIGNATURE          DATE

(B) **LEDGER SECTION**

(i) Date of last loan (if any) …………………………………………………………………

(ii) Balance outstanding loan: ………………………………………………………………

(iii) Balance of personal loans/advance: …………………………………………………

   Loan: N……………………………………………………………………………………

   Name: ……………………………………………………………………………………

   Status: ……………………………………………………………………………………

……………………………………….   …………………………….

SIGNATURE          DATE

(15) Bursar’s comment on applicant’s ability to repay the loan request without violating Regulations on monthly salaries.

…………………………………………………………………………………………………

…………………………………………………………………………………………

…………………………………………………………………………………………

…………………………………………………………………………………………

…………………………………………………………………………………………

……………………………………….   …………………………….

SIGNATURE          DATE
SECTION C: AGREEMENT

THIS AGREEMENT IS MADE THIS ................. DAY OF ............. 200........

BETWEEN .................................. OF FACULTY/DEPARTMENT (hereinafter
called the Borrower) on the First part:

AND the LAGOS STATE UNIVERSITY (hereinafter referred to as THE EMPLOYER of the
Second Part:

AND .................................................. OF FACULTY/DEPARTMENT (hereinafter
called the guarantor of the third part)

WHEREAS

(1) The Borrower (Employee) has proposed to purchase a plot of Land for residential purpose for the
sum of ............................................................... herein after called “The Loan” to be made available to him/her by the Lagos State University,
THE EMPLOYER.

(2) The University has agreed to lend the Borrower the sum of ........................................
............................................................... (₦ )
Upon the Terms hereinafter stated.

(3) The Surety has agreed to give his/her personal guarantee for repayment of the loan by the
Borrower to the University under a loan agreement between the University and the employee.

Now it is hereby agreed as follows:

(a) that the employee shall repay the loan and the interest at (2%) therein by monthly installments of
₦ .................Commencing from the ......................... Day of ..................... within three years;

(b) that the Employee hereby authorize the Employer to deduct the monthly installment from the
Employee’s monthly salary until the loan shall be fully liquidated:

(c) that upon resignation, dismissal, termination or death of the Employee, the employee shall be
entitled to deduct any balance outstanding against the Employer from the Employee’s at the time
of such resignation, dismissal, termination, or death. But where entitlements are not sufficient to
meet up the difference the guarantor shall be responsible for the balance.

(d) That no Guarantor shall be entitled to guarantee more than one loan.

(e) To inform the surety of the Borrower’s default in payments.
SECTION D:

PARTICULARS OF THE GUARANTOR
(To be completed in Triplicate)

(1) Name of Guarantor: …………………………………………………………………………………
(2) Designation: ……………………………………………………………………………………………
(3) Department/Faculty: …………………………………………………………………………………
(4) Salary and Grade Level: ……………………………………………………………………………
(5) a. Date of Joining the University: …………………………………………………………………
   b. Date of Confirmation: …………………………………………………………………………
(6) Whether holding a permanent and pensionable appointment: and if so from when ……………………
(7) If there is approved transfer of service, give details:

<table>
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<tr>
<th>EMPLOYER</th>
<th>PERIOD OF EMPLOYMENT</th>
<th>REFERENCE AND DATE OF LETTER OF TRANSFER</th>
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<td>From</td>
<td>To</td>
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(8) Details of loans previously taken by me from the University: Purpose for which loan was taken ………………………………………………………………………………………………………
Amount still outstanding: …………………………………………………………………………..
Date loan was completely liquidated (where applicable) ………………………………………
(9) Details of previous guarantees (if any): ………………………………………………………

<table>
<thead>
<tr>
<th>NAME AND DESIGNATION OF PERSON GUARANTEED</th>
<th>PURPOSE OF LOAN</th>
<th>AMOUNT OF LOAN GUARANTEED</th>
<th>DATE OF GUARANTEE</th>
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(10) I …………………………………………………………………………………………………… Hereby guarantee that in the event that the applicant Prof/Dr/Mr/Mrs/Miss …………………………………………………………………………. defaults in the repayment of the loan, I undertake to repay the balance outstanding plus interest.

……………………………... ………………………………………
SIGNATURE            DATE
(Please note that any false declaration by Guarantor in 8 & 9 may lead to forfeiture of loan by the applicant).

………………………………………………   ………………………………………

SIGNED BY THE SAID SURETY & DATE   SURETY’S NAME

In the presence of:

Name of Witness: …………………………………………………………………………………...
Address: ……………………………………………………………………………………………
Occupation: ………………………………………………………………………………………

……………………………………    ………………………………………

Signed for and on behalf of the University

Registrar’s Signature

In the presence of:

Name of Witness: …………………………………………………………………………………...
Address: ……………………………………………………………………………………………
Occupation: ………………………………………………………………………………………

………………………………………    …………………………………..

SIGNATURE                     DATE

IN WITNESS WHEREOF the parties have hereunto set their hands this day and year first above written.

……………………………… ……………….   ………………………………….

SIGNATURE BY THE BORROWER         DATE

NAME OF WITNESS: …………………………………………………………………………………
ADDRESS: ………………………………………………………………………………………
OCCUPATION: …………………………………………………………………………………….

………………………………………    …………………………………..

SIGNATURE                     DATE
SECTION E

(A) COMMENTS OF ESTABLISHMENT & TRAINING OFFICE:

...........................................................................................................................................
...........................................................................................................................................
...........................................................................................................................................
...........................................................................................................................................

NAME OF OFFICER: ...........................................................................................................

ENDORSED BY THE HEAD OF ESTABLISHMENT & TRAINING DIVISION: .................

...........................................................................................................................................

.........................................................  .........................................................
SIGNATURE                          DATE

(B) RECOMMENDATION OF THE REGISTRAR:

...........................................................................................................................................
...........................................................................................................................................
...........................................................................................................................................
...........................................................................................................................................

.........................................................  .........................................................
SIGNATURE                          DATE

(C) VICE-CHANCELLOR’S APPROVAL:

...........................................................................................................................................
...........................................................................................................................................
...........................................................................................................................................

.........................................................  .........................................................
SIGNATURE                          DATE