

**NTA PROPERTIES INVESTMENT COMPANY LTD.**  
**RENT LOAN APPLICATION FORM**

**(A)**

1. Name:.....
2. Directorate/Stations:..... Unit:.....
3. Date of Birth:..... Date of First Appointment:.....
4. Substantive Post:..... GL..... Step:.....
5. Office Address:..... Staff ID No:.....
6. Amount of Loan:.....
7. Specify period of Repayment:.....(months) From ..... to.....
8. Residential Address:.....
9. Tenancy period:.....
10. Telephone Number:.....

**(B) DECLARATION**

I hereby declare that the information provided as above are correct and that I apply for the above mentioned loan on strict understanding that if my request is granted, I will accept the company's terms and conditions. I also authorize the deduction of all loan installment plus interest from my salary and that before I leave employment the balances plus interest must be paid. I also accept that the said loan (plus interest) will be fully paid within the tenancy period. Should there be a need for me to leave the service of Nigerian Television Authority, I promise to transfer repayment of loan to my employer or settle it on terms agreeable to the tender.

.....  
Signature & Date

.....  
Thumb-print

**(C) GUARANTOR**

I hereby guarantee that I have known ..... for a period of..... Years and therefore stand as a guarantor for the said loan above.

By this recommendation, I hereby agree that his/her failure to honor the term of repayment herein stated makes me jointly liable to the offence.

Name:.....

Address:.....

Date:..... Status:..... Signature:.....

**(D) APPLICANT'S STATUS FROM:**

**1. FINANCE DEPARTMENT (NTA HQTRS/STATIONS)**

i. Outstanding loans:.....

ii. Net pay as at time of application:.....

Name of Accounting Officer:..... Signature.....

**2. ADMINISTRATION (NTA HQTRS/STATIONS)**

i. YEARS OF SERVICE:.....

ii. SUBSTANTIVE POST:.....

**3. PENSION**

Entitlement of staff:.....

**OFFICIAL USE ONLY (NTAPIC)**

(A) Recommended by:.....

(B) Approved by:.....

Finance: Please deduct a sum of ₦..... from his/her monthly salary.

DEDUCTION CONFIRMED BY:.....

Signed:..... (NTAPIC Accountant)

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Note: Applicant must submit together with this form-

- (a) A commitment letter duly written and signed by applicant
- (b) A commitment letter duly written and signed by guarantor
- (c) Most recent pay slip
- (d) Photo copy of ID