

Attention:

Fax:

**RE: APPLICATION FOR EXEMPTION**

Thank you for your enquiry concerning the procedure for applying for exemption.

Please note that when applying for exemption you would need to forward the following documentation to the NHBRC. **All documents MUST be stamped by the commissioner of Oath.**

- Identity Document
- Title Deed / Deed of Transfer
- Motivation Affidavit  
[Please ensure that the motivation affidavit reflects all details pertaining to the project inclusive of who will do the actual physical building of the house, why NHBRC should grant you exemption and so forth].
- In the event of the property being in a Trust, all trust documents inclusive of letters from the Trustees and Beneficiaries stating that they have no objections to you building on the property.
- Completed questionnaire, which I have attached.

## **QUESTIONNAIRE – OWNER BUILDERS**

### **OWNER DETAILS**

**NAME OF OWNER:** \_\_\_\_\_  
**IDENTITY NUMBER:** \_\_\_\_\_  
**TELEPHONE NUMBER:** \_\_\_\_\_  
**CELLPHONE NUMBER:** \_\_\_\_\_  
**POSTAL ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

### **PROPERTY DETAILS**

**TOWN:** \_\_\_\_\_  
**STAND NUMBER:** \_\_\_\_\_  
**STREET ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The applicant being the owner of the property listed above hereby applies to be classified as an owner builder as defined in section 1 (i) of the Housing Consumers Protection Measures Act and to be granted exemption from the requirements of the Act as provided for in section 29.

### **IN SUPPORT OF THIS APPLICATION THE APPLICANT WARRANTS THAT:**

1)	I/we understand the implications of the exemption and my/our home not being enrolled under the requirements of the Housing Consumer Protection Measures Act	YES			
2)	I/we will occupy the property and not sell the house within 5 years.	YES			
3)	I/we am/are aware that I/we will have no warranty protection as laid down in the Housing Consumer Protection Measures Act (HCPM Act)	YES			
4)	I/we am/are aware that I/we may not be able to sell the home in future, as an enrolment certificate would normally be called for, upon resale?	YES			
5)	I/we am/are aware that the house I/we intend building must comply fully with the requirements of the National Building Regulations Act	YES			
6)	I/we will be fully responsible for: - Administering the whole building project and purchasing of all building material. - Employing and monitoring artisans and labourers - Quality of materials and workmanship (If the answer to any of the above statements is NO, please attach explanation to this questionnaire)	YES YES YES		NO NO NO	
7)	I/we will be receiving progress payments directly from the banking institution that is providing mortgage finance (If the answer to this statement is NO, please attach explanation to this questionnaire)	YES		NO	

The applicant indemnifies and holds free from blame the NHBRC against any claim that may arise out of the granting of the exemption.

\_\_\_\_\_  
**FULL NAMES OF APPLICANT**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

**PS: Please note that this document together with your sworn affidavit should be stamped by the Commissioner of Oath.**