



COK SODALITY CO-OPERATIVE CREDIT UNION LTD.

Invest in your future today!

PRIVATE TREATY BID LETTER

INSTRUCTIONS

- This form should be used to submit a Bid (an offer to purchase) for a property being sold by the COK Sodality under powers of Sale by Private Treaty.
- **COMPLETE FORM IN BLOCK LETTERS (N.B. Please initial any changes made to the completed form)**
- **ONLY THE SPECIFIED DOCUMENTS MUST BE SUBMITTED WITH THIS BID LETTER**

YOUR BID WILL BE DISQUALIFIED IF YOU DO NOT COMPLY WITH THESE INSTRUCTIONS!

PLEASE SUBMIT THE FOLLOWING DOCUMENTS WITH THE COMPLETED ORIGINAL BID LETTER:

1. **A** Statement or letter from financial institution, **NOT OLDER THAN SIX (6) MONTHS**, stating the:
 - Bidder's name,
 - Currency of the funds
 - Account balance

Please note that the account balance must be able to cover the following:

- i. Required Deposit - (the minimum deposit is 10% of the sale price/bid amount)
- ii. Related Costs - (estimated at 3% of the sales price/bid amount)
- iii. Balance of the Sale Price - (bid price less deposit)

If any portion of the bid amount will be covered by a mortgage, see B & C

B THE ORIGINAL:

- i. Mortgage eligibility letter if loan will be accessed from NHT **OR**
- ii. Mortgage pre-approval letter, addressed to the COK Sodality, from another financial institution.

C A letter witnessed by a Justice of the Peace or Notary Public if loan will be from an individual.
(Supporting documentary evidence of Source of Funds - ie. Bank Statement, Investment, etc.)

2. Government Issued Identification ***eg. (Driver's Licence, Passport or Electoral Identification)***
3. Tax Registration Number (TRN) Card

NOTE: The following persons are not allowed to bid for properties sold by COK Sodality under powers of sale by Private Treaty:

- Staff members, Spouses of staff members and extended family of staff members of COK Sodality;
- Members of the Board of Directors, Spouses or relatives of Board members, Volunteers and Spouses or relatives of Volunteers of COK Sodality;
- Staff members, Spouses and extended family of staff members of COK Sodality's contracted External Agencies and affiliated entities.

PRIVATE TREATY BID LETTER

Date _____ / _____ / 20_____
DD / MM / YYYY

COK SODALITY CO-OPERATIVE CREDIT UNION LIMITED
Private Treaty Committee
66 Slipe Road
Kingston 5
ST. ANDREW

Dear Sirs:

I/We _____ Tax Registration Number (TRN) _____
Name of Bidder (A)

and _____ Tax Registration Number (TRN) _____
Name of Bidder (B)

hereby submit a bid for property located at: _____
Full Property Address

_____, Property ID# _____
Full Property Address Obtain from COK Sodality's website, Office or
Real Estate Brokers' website

in an amount of _____
Bid amount in words - Dollars

_____ Dollars _____ Cents, (\$ _____ . _____)
Bid amount in words - Dollars Bid amount in words - Cents Bid amount in figures

The purchase will be financed by **(Tick the appropriate box)**

- Mortgage - Other financial institution
- Cash (Non-Mortgage Financing) or Other source **e.g. (Certified Documentary Evidence of Source of Funds must be provided)**

Enclosed please find **(Tick the appropriate box):**

- Mortgage Eligibility Letter from NHT
- Pre-approval letter of financing from other financial institution
- Documentary evidence of availability of funds

Are you a member of staff of COK Sodality or related to any member of staff of the COK Sodality? Yes No

Are you a member of COK Sodality's Board of Directors, Spouse or relative of a COK Sodality's Board member, Volunteer or Spouse or relative of a Volunteer of COK Sodality? Yes No

Are you a member of staff or related to any member of staff of COK Sodality's contracted External Agencies or affiliated entities? Yes No

I/We may be contacted at:

Address of Bidder (A)

Address of Bidder (B)

Telephone Number _____ (H)

Telephone Number _____ (H)

_____ (W) _____ (C)

_____ (W) _____ (C)

Email: _____

Email: _____

Signature of Bidder (A)

Signature of Bidder (B)

INTERNAL USE ONLY

ACCEPTED REJECTED

Date _____

Officer's Name _____

Officer's Signature _____

Manager's Name _____

Manager's Signature _____