

# DBS Renovation Loan Application Form



Live more,  
Bank less

## Eligibility

**Main Applicant Eligibility** Singaporean or Permanent Resident, aged 21 – 65 years old, gross annual income of at least S\$24,000.

**Joint Applicant Eligibility** Singaporean or Permanent Resident, aged 21 – 65 years old, gross annual income of at least S\$12,000; and joint applicant must be a parent, spouse, child or sibling of main applicant. Documentary proof of relationship must be provided.

**For commission-based or self-employed applicants**, you must be in current business for 2 years.

## Important Information

- Applications with incomplete documentation or information will cause a delay in processing.
- Single Applicant: Maximum loan amount of up to 6 times your monthly salary or S\$30,000, whichever is lower.
- Joint Applicants: Maximum loan amount of up to 12 times the lower monthly salary of the two applicants or S\$30,000, whichever is lower.
- If any applicant has existing renovation loan(s) with the bank, their share of outstanding loan(s) will be deducted from the maximum loan amount.
- Maximum loan period that can be applied for is five years.
- If there is cancellation after approval of this application, a cancellation fee of 1% of the approved loan amount or portion thereof which is cancelled (as the case may be) is payable.
- Other fees and charges are as stated in the terms & conditions governing DBS Renovation Loan.

### Access to credit report:

You may obtain a free credit report within 30 calendar days from the date of approval or rejection of this application. There are two ways to obtain a free credit report. You can go to the credit bureau website listed below or bring your approval or rejection letter and your original NRIC to the credit bureau's registered office. Credit Bureau (Singapore) Pte Ltd is located at 2 Shenton Way #20-02 SGX Centre 1 Singapore 068804 Tel: (65) 6565 6363 [www.creditbureau.com.sg](http://www.creditbureau.com.sg)

## Financing Request

**Preferred Loan Amount:** S\$ \_\_\_\_\_

Minimum request is S\$5,000. Maximum is S\$30,000 or the total renovation costs stated in the submitted original renovation contract(s), whichever is lower.

Repayment Period:  12  24  36  48  60 months

**Note:** I/We request for the above Preferred Loan Amount indicated and consent to be granted a loan amount that is no more than the above amount. I/We understand and agree that DBS has the right to determine the loan amount granted and the repayment period at its absolute discretion.

**You can request to receive up to 4 Cashier's Order(s) to your contractor(s). The Cashier's Orders will be issued to the contractor as stated in the renovation contract submitted to DBS Bank.**

Cashier's Order (CO)	Amount (S\$)
1 <sup>st</sup> CO	
2 <sup>nd</sup> CO (where applicable)	
3 <sup>rd</sup> CO (where applicable)	
4 <sup>th</sup> CO (where applicable)	

Please note the following with regards to your requested Cashier's Order(s):

- The sum of the Cashier's Order(s) requested must add up to 100% of the loan amount applied for. In the event of any discrepancies, or if the approved loan amount differs from the requested amount, the difference will be adjusted from the last Cashier's Order.
- The Cashier's Order(s) will be issued to the contractor as stated in the renovation invoice submitted to DBS Bank. Where there are multiple invoices, issuance will be carried out in order of descending quotation amount.
- A handling fee of 1% of the loan amount plus the insurance premium of 1% of the loan amount payable for the comprehensive life and total permanent disability insurance coverage for the applicant(s) will be deducted from the last Cashier's Order issued.
- Charges for the first Cashier's Order is waived. Subsequent Cashier's Orders will be chargeable at the prevailing rates and these charges will be deducted from your designated loan servicing account.

## Renovation Loan Servicing Account

Please debit my DBS/POSB Account No:

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for my monthly instalments and all other sums due and owing once application is approved.  
 POSB Current Account and Joint-all Account for single application are not applicable.

### Main Applicant Personal Details

**Title**  Dr  Mr  Mrs  Miss  Mdm

**Gender**  Male  Female

**Name** (as in NRIC)

**NRIC No.**

**Date of Birth** (dd/mm/yyyy)

**Nationality**  Singaporean  Singapore PR

**Marital Status**

1  Single 2  Married 3  Divorced 5  Others \_\_\_\_\_

**Education**

03  University/Post Grad      05  Diploma Holder  
 07  A level                              08  Secondary  
 09  Primary                                10  Others \_\_\_\_\_

**Contact Details**

Home \_\_\_\_\_ Office \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

**Residential Address** (Please do not give a P.O. Box or foreign address)

Country \_\_\_\_\_ Postalcode \_\_\_\_\_

**Mailing Address**  (Defaulted to Residential Address if left blank)

Country \_\_\_\_\_ Postalcode \_\_\_\_\_

### Joint Applicant Personal Details

**Title**  Dr  Mr  Mrs  Miss  Mdm

**Gender**  Male  Female

**Name** (as in NRIC)

**NRIC No.**

**Date of Birth** (dd/mm/yyyy)

**Nationality**  Singaporean  Singapore PR

**Marital Status**

1  Single 2  Married 3  Divorced 5  Others \_\_\_\_\_

**Education**

03  University/Post Grad      05  Diploma Holder  
 07  A level                              08  Secondary  
 09  Primary                                10  Others \_\_\_\_\_

**Contact Details**

Home \_\_\_\_\_ Office \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

**Residential Address** (Please do not give a P.O. Box or foreign address)

Country \_\_\_\_\_ Postalcode \_\_\_\_\_

**Relationship with Main Applicant**

1  Spouse 2  Parent 3  Sibling 4  Children

### Main Applicant Employment Details

**Company Name**

**Current Position**

01  Senior Management      02  Professional  
 03  Manager                              04  Engineer  
 05  Office Worker                      06  Sales  
 19  Supervisor                              10  Others \_\_\_\_\_

**Job Status**

E  Employee                              S  Self-Employed  
 C  Sales/Commission Earner      O  Others \_\_\_\_\_

**Industry/Business Type**

02  Building/Construction      04  Banking & Finance  
 05  IT/Telco                                      11  Government  
 17  Manufacturing/  
     Production                                      20  Shipping/Transport  
 22  Entertainment                      23  Hotel/Restaurants  
 27  Retail    29  Travel-related  
 19  Others \_\_\_\_\_

**Length of Service** \_\_\_\_\_ Years \_\_\_\_\_ Months

**Name of Previous Employer**

**Length of Previous Service** \_\_\_\_\_ Years \_\_\_\_\_ Months

### Joint Applicant Employment Details

**Company Name**

**Current Position**

01  Senior Management      02  Professional  
 03  Manager                              04  Engineer  
 05  Office Worker                      06  Sales  
 19  Supervisor                              10  Others \_\_\_\_\_

**Job Status**

E  Employee                              S  Self-Employed  
 C  Sales/Commission Earner      O  Others \_\_\_\_\_

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     Production                                      20  Shipping/Transport  
 22  Entertainment                      23  Hotel/Restaurants  
 27  Retail    29  Travel-related  
 19  Others \_\_\_\_\_

**Length of Service** \_\_\_\_\_ Years \_\_\_\_\_ Months

**Name of Previous Employer**

**Length of Previous Service** \_\_\_\_\_ Years \_\_\_\_\_ Months

**Main Applicant Income Information**

Monthly Salary S\$ \_\_\_\_\_  
(min. gross monthly income S\$2,000)

Other Source of Income S\$ \_\_\_\_\_

Salary credited into DBS/POSB Savings/Current account? If yes, Acct. No:

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Income documents are not required on the condition that your salary is credited via GIRO to your personal DBS/POSB Account for at least 3 consecutive months.

**Joint Applicant Income Information**

Monthly Salary S\$ \_\_\_\_\_  
(min. gross monthly income S\$1,000)

Other Source of Income S\$ \_\_\_\_\_

Salary credited into DBS/POSB Savings/Current account? If yes, Acct. No:

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Income documents are not required on the condition that your salary is credited via GIRO to your personal DBS/POSB Account for at least 3 consecutive months.

**Property Details**

**Owner(s) of Property to be Renovated** (Please tick where applicable):

Main Applicant    Joint Applicant    Neither (please fill in 'Non-Borrowing Owner Details')

**Non-Borrowing Owner Details**

Title  Dr  Mr  Mrs  Miss  Mdm

Gender  Male  Female

Name (as in NRIC)

NRIC No.

Date of Birth (dd/mm/yyyy)

Nationality  Singaporean    Singapore PR

Relationship with Main Applicant   1  Spouse   2  Parent   3  Sibling   5  Child

**Contact Details**

Home \_\_\_\_\_

Office \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

**Eco-aware Renovation Checklist**

I am applying for the DBS Eco-aware Renovation Loan and will incorporate the following in my renovation:

(please tick where applicable)

- Use of certified eco-friendly renovation materials (low-VOC paints, non-toxic flooring, coatings, laminates, wall coverings, etc.)
- Use of house plants or air purifier/dehumidifier to improve air quality
- Use of energy-efficient LED lighting
- Use of task lighting to optimise usage
- Use of Smart Home/Lighting Management System
- Use of solar window films or install blinds, curtains to reduce heat penetration
- Use of ceiling fans for ventilation
- Use of 5-ticks rated air-conditioning system and electronic appliances
- Installation of Solar Panels, Home Battery, EV Charger or Solar Heaters
- Switch to a Green Electricity Plan provided by an energy retailer

The Eco-aware Renovation Checklist is developed in collaboration with the Singapore Green Building Council (SGBC).

## Applicant(s)/Owner(s) Confirmation And Declaration

### Applicant(s)/Owner(s) Confirmation and Declaration

1. I/We declare and warrant that the information provided herein is true, complete and accurate. I/ We have not withheld any material fact. I/We shall immediately inform you if any of the information changes.
2. I/We agree to provide you with additional information and/or supporting documents which you may require from time to time.
3. I confirm that the address of property to be renovated is as stated in the renovation invoice and/or proof of ownership documents.
4. I/We further confirm that I/we have read and understood and hereby agree to be bound by the DBS Privacy Policy, a copy of which can be found on [www.dbs.com/privacy](http://www.dbs.com/privacy). I/We hereby consent to the collection, use, disclosure and processing of my/ our personal data in accordance with the terms and conditions governing the products and/or services applied for herein and the DBS Privacy Policy, as may be amended by DBS Bank from time to time.

### For Applicant(s)

5. I/We hereby authorise you to obtain and verify any information about me/us from any source and I/we consent to your disclosure to any third party, my/our personal data, this application, my/our account, credit facilities and affairs, for the purpose of this application. I/we agree that this includes you conducting checks on me/us with credit bureau, financial institutions and credit/charge card issuers, government bodies and my/our employer(s). I/We also consent to your disclosure of my/our personal data, including the status and outcome of my/our application and loan quantum, to third parties who had referred me/us to this facility for the processing of the referral.
6. I/We warrant that I/ we are not related to the renovation contractors and/or interior designers in any way, nor do I/we have any interest in the renovation contractors' and/or interior designers' business.
7. I/We agree to be bound by your Standard Terms and Conditions relating to Renovation Loan Granted by DBS Bank Ltd, a copy of which is available at [www.dbs.com.sg](http://www.dbs.com.sg).
8. I am/We are the borrower(s) of the facility and shall only use the facility for legal purposes.
9. You may decline this application at your absolute discretion and without obligation to provide any explanation.
10. I/We instruct and authorise you, upon approval of this application, to:-
  - (a) deduct upfront from the loan, upon disbursement, a handling fee of 1% of the approved loan amount and the insurance premium of 1% of the approved loan amount payable for my/our comprehensive life and total permanent disability insurance coverage; and
  - (b) debit the monthly instalment amounts and accrued interest and all other monies due and payable by me/us to DBS Bank from such account as may be designated by me/us.
11. For joint application, I/We authorise you to accept and act on instructions from either one of us (i.e. either the main applicant or joint applicant) relating to the loan including but not limited to instructions for disbursements of the loan amount or any other matters relating to this application and/or the loan.

### For Owner(s) who is/are not an applicant of this loan

12. I/We give our consent to this loan application and the renovation works to be carried out at my/our property.

**Note: Signature(s) will be verified against any of your signature records with the Bank. Please ensure that your signature matches the Bank's record and sign within the box provided.**

SIGNATURE/NAME (Main Applicant)	Date	Verified by
SIGNATURE/NAME (Joint Applicant)	Date	Verified by
SIGNATURE/NAME (Non-Borrowing Owner)	Date	Verified by

Submit your application at any POSB or DBS branch or send it to us with the required documents at:

**DBS Bank Ltd (CP No.AH0025)**

Orchard P.O. Box360

Singapore 912312

**DOCUMENT CHECKLIST**

	Main Applicant	Joint Applicant <i>(if applicable)</i>	Non-Borrowing Owner <i>(if applicable)</i>
1) Copy of NRIC (front & back)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Scanned/Digital invoice or quotation duly signed by the contractor and applicant(s) reflecting renovation cost, name(s) of applicant(s), renovating address details and within 6 months of issue date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Proof of Income <b>For Employee</b> (i) Latest month's computerised payslip; or (ii) Latest 3 months' salary crediting bank statements; or (iii) Latest 3 months' CPF Contribution History Statement; <i>If less than 3 months into new employment, please provide:</i> - Letter of Appointment  <b>For Self-Employed / Variable Income Commission Earners</b> - Latest 1 year Income Tax Notice of Assessment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
4) Proof of Ownership ( <i>waived for DBS/POSB home loan customers</i> ) - Property Tax Bill; or - HDB Renovation Permit; or - CPF Housing Withdrawal Statement; or - HDB Letter of Approval; or - Sales and Purchase Agreement - Option-to-Purchase with the Accepted Copy signed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5) Proof of Relationship to Main Applicant ( <i>where applicable</i> ) - Parent (Birth Certificate of Child) - Sibling (Birth Certificate of both parties) - Spouse (Marriage Certificate) - Child (Birth Certificate of Child)		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6) Others ( <i>where applicable</i> ) - HDB or MCST Renovation Permit (only for applicants who are owners of the appointed contractor or interior designer)	<input type="checkbox"/>		

**For Bank Use**

HLCX 101-14-LRL4OZ0101

OTHERS 100-24-LRL4OZ0101

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Branch Code

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Staff Employee No.