

PAN ASIA NIVASA HOME LOAN

APPLICATION FORM

Name (s) of Applicant (s) with initials :

1.

2.

Surname Mr./Mrs./Miss:

1.

2.

Other Name (s)

1.

2.

Address (es)

Residence	Office	Telephone / Mobile
		Residence
		Office
E-mail	Fax	

Date of Birth	Civil Status	Citizenship	National Identity Card No.
1.	Single / Married /		
2.	Widow / Widower		

Name of Spouse	Date of Birth	Citizenship	No. of children below 18

Law Governing Applicant (s)

Common Law / Kandyan Law / Thesawalams / Muslim Law

Amount of Loan	Applicant (s) Contribution
Rupees	(Rs.)
.....	
.....	
.....	
(Rs.)	

Purpose loan (if construction, indicate floor area)

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Repayment period desired

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Property offered as Security

Description			Ownership		
Lot No.			Are you the Owner?		Yes / No
	Survey plan No.		(a)	if not, the present owner's Name Address	
	Date				
	Surveyor				
Extent			(b)	Have you owned it before ?	Yes / No
Asst. No. & Street			Encumbrance, if any		
Local Authority		MC / UC / PS	Post Office		Distance from Colombo

Employment / Occupation

Employment / Occupation	Applicant	Spouse
Name & Address of Employer / Business		
Length of Service		
Monthly Income		
Gross	Rs.	Rs.
Nett	Rs.	Rs.

Assets held by Applicant, Spouse and dependent Children

Immovable Property	Type	Situation	Extent	Value
	Residential			
	Business / Agriculture			
	Others			

Investments	Type	Name and Address of Institution	Value
	Term Deposits		
	Securities		
	Shares		

Bank Accounts	Type	Account No.	Name of Bank	Present Balance
	Savings Accounts			
	Current Accounts			

**Liabilities of the Applicant (s) and Spouse including those due to this Bank.
(include details of Housing Loans previously obtained from the Bank and already settled.)**

Name of creditor	Amount borrowed	Monthly Instalment	Instalment overdue, if any	Balance outstanding

Tax paid last three years (submit certified statement from Com. of Inland Revenue)

Year	Statutory Income	Assessable Income	Taxable Income	Tax Paid
1 st Year				
2 nd Year				
3 rd Year				

Statement of Family income and expenditure

Annual Income (Submit documentary evidence)		Rs. Cts.	Annual Expenditure		Rs. Cts.
Employment			Household and personal		
Occupation			Rent		
Interest Income			Loan Instalment		
Others			Others		
Total			Total		

I / We do hereby declare that the particulars given above are true and correct to the best of my / our knowledge.

.....
Date

.....
Signature / s

Declaration to be made by the Applicant (s)

- a) I / We will permit Pan Asia Bank to obtain the Primary Mortgage over property / house purchased or the property purchased and the house constructed thereon as security.
- b) I am / We are able to repay Rs. per month as equated monthly instalment including interest as applicable.
- c) I / We agree to obtain the following insurance policies through Pan Asia Bank and meet the required premiums out of my / our own funds.
 - i) Mortgage Protection Policy
 - ii) Fire / Civil Commotion / Riots and Strikes.
- d) I / We agree to abide by all prevailing rules and regulations including rates of interest and those that shall be laid down from time to time by the Bank, in relation to this loan, during the term of such loan.

.....
Date

.....
Signature / s

Principal Documents :

1. Certificate of Ownership of the property
2. Certificate of Non-vesting
3. Notice of assessment for the current year
4. Tax receipt of the last quarter
5. Certificate of permitting re-building (below 10 purchase lands only)
6. Certificate of street line/Building line (if building line / street line is not applicable in the said Area a certificate from the relevant local Authority confirming the same should be obtained.)
7. Approved Survey plan (it should be less than 10 years old if not a licensed surveyor has to endorse on the said plan that the extent of the land and the boundaries are in order.)
8. Original Title deed of the present owner.
9. Certified extracts of title (covering transactions for maximum 30 years)
10. Title report
11. Approved building plan
12. Bill of Quantities
13. Certificate in respect of the difference between the cost involved and the loan amount or difference between the purchase price and the loan amount.
14. Sales agreement
15. Letter of assurance of vacant possession (if the loan is to purchase a house only)
16. Certificate of Conformity
17. Letter of kinship (The relationship between the buyer and the seller)
18. Condominium Deed/Declaration if applicable
19. Approved Condominium Plan if applicable.
20. In case of lands on permits/Swarnaboomi deeds, the documents required under the land Development Ordinance should be submitted.
21. Once the loan is approved a valuation report should be obtained from one of the Bank's Panel valuers.

Documents required to verify the applicant's financial position:

1. A letter addressed to Pan Asia Bank by the applicant's employer indicating that he/she is employed in a permanent post and that he/she has been confirmed in the post.
2. A certified copy of the monthly remuneration showing all deductions. PAYE tax certificates should be attached, if the applicant is liable for PAYE tax.
3. A letter from the employer undertaking to remit the applicant's salary to the bank, if not remit the monthly installment to the loan account until the full repayment is done.
4. E.P.F. statement
5. Bank statements or pass books
6. Last three months salary slips, National Identity card, Birth certificate, Marriage certificate.

If the applicant's income is from another source (self employment, profession or a business):

1. Tax certificate-A certified statement from the commissioner of Inland Revenue indicating assessable and taxable income and taxes paid during the last 3 years
2. Financial Reports-Audited profit and loss accounts and balance sheets of the business for the last 3 years
3. Certificate of Registration of the Business.

If the applicant is employed abroad:

1. Service agreement
2. A letter confirming that the applicant is presently employed
3. A letter confirming the applicant's present salary
4. Bank statements from abroad

Expenses which will have to be borne by the customer when obtaining a housing loan:

1. Preliminary Inspection fees.
2. Valuation fees
3. Legal charges (mortgage Bond)
4. Cost of Fire insurance policy (only if a fire & lightning Insurance policy is to be obtained)
5. Stamp fees
6. If the loan is mortgage bond for purchase of a property, stamp fees and legal charges for the deed of transfer.
7. Loan Processing charges

