

# HOME LOAN APPLICATION



(Please complete the application carefully and correctly. Leaving any space blank or question unanswered may lead to delay or rejection of your application. Put cross 'X' for the item not applicable to you. )

## Section I- Application

I / We hereby apply for a Home Loan from your bank for the following purpose (Please Tick):

- |   |   |
|---|---|
| <input type="checkbox"/> Purchase a plot of land                                | <input type="checkbox"/> Construction of building on land already owned by me / us      |
| <input type="checkbox"/> Purchase of ready built house                          | <input type="checkbox"/> Purchase a plot of land and construct a building on it         |
| <input type="checkbox"/> Purchase of Apartment / Bungalow / Duplex from builder | <input type="checkbox"/> Renovation & Extension of the existing building owned by me us |
| <input type="checkbox"/> Refinance  | <input type="checkbox"/> Equity Finance of Existing House                               |

against the security of :

- Registered mortgage on land / building detail of which is given below
- Others (Please specify) .....

I / We am / are an existing account holder / borrower (s) of Nepal Industrial & Commercial Bank Ltd. (hereinafter referred to as "the Bank" or " NIC") and my/our account nos. are

- a) ..... b) .....

I / we hereby declare that the loan requested is for the purpose mentioned herein above and is not for speculative or other purposes. I/We undertake to deposit the necessary processing fee upon submission of the application. I/We also understand that this fee is not refundable in the event of the loan being approved irrespective of whether I/We avail of the loan or not. I/We agree to pay all applicable interest, fees, commission and charges and abide by the prevailing rules and regulations of the bank. All 7 (seven) pages attached herewith also form an integral part of this application.

**Declaration:** I/We declare that all the particulars and information given in the application form are true, correct and complete and they shall form the basis of any loan the Bank may decide to grant to me/us. I/We confirm that there is no insolvency proceedings against me/us nor have I/We ever been declared insolvent. I am/We are aware that the repayments are by way of Equal Monthly Instalments comprising principal and interest calculated on the basis of monthly rests. I/We undertake to inform the Bank regarding any change in my/our occupation/employment/status and change of address and to provide any further information that the Bank may require from time to time during the currency of the loan. I/We further agree that my/our loan shall be governed by the terms and conditions of the Bank that are in force and may be amended by the Bank from time to time without giving notice to me/us. I/We further authorise the Bank to credit all sums received by the Bank or standing to the credit in my/our name jointly or severally to the loan account and deduct/recover any amount due and outstanding in my/our name in respect of the loan received from the bank, if necessary. I/We shall not hold the Bank responsible for the quality of construction, delay in completion of construction, range in specification and delivery of property for which the loan is applied for. I/we further agree that the Bank in its sole discretion may reject my application without any reason(s) and that I/We reserve no right to appeal against this decision of the Bank.

I/We agree that the bank may refer my/our name to a recognised credit or referencing agency/ies or financial institution and make such references as the Bank consider it necessary. I/We hereby authorise the Bank to disclose such information relating to my/our credit facility to such parties as deemed necessary at the sole discretion of the Bank. Further, I/we acknowledge and agree that a request and demand for any information to any authority under statutory law will be mandatorily complied by the Bank.

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Signature of the Applicant  
Date:  
Name:

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Signature of the Joint – Applicant(s)  
Date:  
Name:

*(Please sign at the bottom of each page of this Application form)*

Section 2 – a. Personal Details – Applicant

Name :  Date of Birth

Grand Father's name :

Father's name :

Spouse's name :

Number of Dependants      Parents  Children  Others, please specify

Mailing Address:   
(Should be where letters can be despatched)

Present Residence  Years there

Permanent Residence  Years there

Tel. Nos. Home  Work  Mobile

Section 2 – b. Personal Details – Joint Applicant

Name :  Date of Birth

Grand Father's name :

Father's name :

Spouse's name :

Number of Dependants      Parents  Children  Others, please specify

Mailing Address:   
(Should be where letters can be despatched)

Present Residence  Years there

Permanent Residence  Years there

Tel. Nos. Home  Work  Mobile

Section 3 – Employment Details (For salaried individual)

	Applicant	Joint – Applicant
Your Occupation	<input type="text"/>	<input type="text"/>
Your Employer (Name/Address)	<input type="text"/>	<input type="text"/>
Post/Designation	<input type="text"/>	<input type="text"/>
Years of Service	<input type="text"/>	<input type="text"/>
Previous Employer (if any)	<input type="text"/>	<input type="text"/>

Post/Designation	<input type="text"/>	<input type="text"/>
Years of Service	<input type="text"/>	<input type="text"/>

Section 4 – Organisation details to be completed by Self Employed individuals

Business Name/Address

Date of Company / Firm Registration  Date Operation Commenced

Name of Shareholders/Proprietors:

Name	% Stake
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Nature of Business:

Tel. Nos.  Fax. No.

Section 5 – Details of House / Plot

Complete address /detail of the property for which the bank finance is requested (Also give plot nos. of the land)



Current Owner:

Blue print (Naksa) of the building approved in the name of:

Area of the property

Land

Building  
(sq. feet)

No. of Storeys

State of the Construction

To be constructed

Under – Construction

Completed

If under – construction specify the state

Name of the builder

Self Constructed

In case of Apartment / Duplex give builder's Name, Apartment Name, Number and Location

Security provided: First charge on the property being financed as detailed above.

Section 6 – Loan Requirement

Estimated Requirements of Funds		Estimated Sources of Funds	
1. Total Land Purchase Cost	.....	1. Amount already paid	.....
2. Registration / legal fees	.....	2. Being met through own sources	.....
3. Total construction Cost	.....	3. Loans from others	.....
4. Drawing/Building approval/basic amenities etc. costs	.....		
5. Valuation, Insurance etc.	.....		
6. Contingency costs	.....		
7. Others	.....		
8. Purchase price of house/apartment	.....		
A. Total estimated Fund requirement		B. Total sources of applicant (s)	
		Balance amount sought as Loan (A-B)	.....

Section 7 – Details of Guarantors (s)

(To be completed by individual guarantors) firms/corporate guarantors as appropriate. Corporate Guarantee should be backed by resolution of Board of Directors)

Name (s)

Nature of Business

Mailing Address (should be where letters can be despatched)

Present Residence

Work Address

Tel. Nos. Home  Work  Mobile

Networth Details

*For individual guarantor*

Value of Properties Land  Buildings  Others (Shares, FD, Bonds )

*Value of Liabilities*

Personal Loan  Other Creditors  Mortgaged Properties

Date of Birth

*For organisations,*

Total Asset  Total Liabilities  Total Networth

Year Registered  Year of Operation

Registered under Act

Relationship of the Guarantor with the applicant

I hereby certify that the information provided above is true and correct. I am ready to provide irrevocable guarantee for the loan being taken from you by the applicant (s)..... I shall execute the letter of guarantee in Bank's format once a Home Loan to this (these) applicant (s) is approved.

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Signature of Guarantor  
Name and Seal of the Guarantor  
Date:

(For more than one guarantor, please use separate sheets)

Section 8 – Financial Details

Statement of Financial Position of ..... as at .....

Asset & Liability Position

Liabilities	Amount (for customer's use)	Amount (For Bank's use)
Loan from NICB (Limit)		
Loans from other Banks		
Credit Card from other Banks (Limit)		
Other Liabilities (include any guarantee given)		
Total Liabilities		
Net worth (Assets – Liabilities)		

Assets	Value (For customer's use)	Value (for Bank's use)
Savings/Current A/C Fixed Deposits at NICB		
Deposits at other banks/finance companies		
Land: Building: Location: Area: Owner's name:		
Motor Vehicles: Model/year:		
Other assets (pls. Specify): Furniture / Appliances: Shares / Bonds: Others		
Total Assets:		

Monthly Income / Expenditure Detail

Monthly Income	Amount (For customer's use)	Amount (For Bank's use)
Your Salary		
Spouse's Income		
Business Income		
Rent		
Other Income (Please specify)		
Total		

Monthly Expenditure	Amount (For customer's use)	Amount (For Bank's use)
Loan repayment (excluding this loan):		
Credit Card Payment:		
Travel/Conveyance:		
Telephone / Gas / Electricity :		
Insurance Premium:		
Rent:		
Taxes:		
Education:		
Living expenses (including medical, food, clothing, entertainment etc. )		
Total:		

For Bank's use:  
Uncommitted Monthly Income: \_\_\_\_\_

**A**

1. 3 photographs of applicant/joint – applicant (s), guarantor/s with signatures on the back.
2. Copy of citizenship or passport of applicant/s & guarantor/s (to be verified against originals).
3. Names of father/grandfather of applicant & guarantors and the details of undivided family members.
4. Copy of personal bank account statement for last six months where salary /pension/ income of applicant is credited.
5. Copy of last 3 months credit card statement.
6. Copy of land ownership certificate (Lal purja).
7. Copy of land transfer deed (Rajinama)
8. Copy of the latest land revenue receipt.
9. Original & copy of blue print of the area where property is located.
10. Copy of Char Killa Pramanit (boundary demarcation) from Ward Office/ VDC
11. Original & copy of approved structured design from municipality (Naksa Pass) and / or VDC as applicable.
12. Original & copy of certificate from concerned VDC / Ward Office (in case of new construction)
13. Certificate of “Construction Completed” from concerned Municipality / VDC (in case financing of already built)
14. Detailed breakdown of cost estimation prepared by the Applicant’s consultant.
15. Cash deposit receipt for 1 % loan applied (amount will be refunded if loan not approved).

## **B REFINANCE:**

- a. Credit opinion report certifying **Loan Category** as per NRB directives from applicant's existing bank/ financial institution showing loan outstanding.
- b. Last 12 month's operating account statement from existing financial institution
- c. Last 12 month's loan account statement from existing financial institution showing loan outstanding

## **C INCOME SOURCE / REPAYMENT CAPACITY RELATED DOCUMENTS**

### **1. Salaried Individuals**

- a. Letter from current employer confirming designation, Tenure of service, Type of employment (Permanent or contract) and gross and net salary (after all deductions including PF, tax, staff loan installments, etc.)
- b. The letter should be in the office's letterhead, with office's seal, signed along with the name and designation of the signatory.
- c. Letter from the previous employer/s if applicant has worked less than 5 years with current employer.

### **2. Pensioners**

- a. Pension book copy of ID stating name of pensioner / amount of monthly pension and the period of pension will continue to be paid.

### **3. Self Employed Individuals**

- a. Past 3 years audited financial statements (P/L account and Balance Sheet) of firm/company
- b. Copies of registration certificate.
- c. PAN Certificate
- d. Memorandum and Articles of Association (for companies)
- e. Partnership deed (for partnership firm).

Other information:

Contact Person: