

## LOANS TO PRIVATE CUSTOMERS

### Steps to be taken to get a loan

Purchase sum	<input type="text"/>
First instalment	<input type="text"/>
Loan sum	<input type="text"/>

COSTS\*

NOTES

**1 Consultation by a bank clerk**

**2 Drafting and submission of documents to bank**

Property assessment

Calculation sheet

**3 Processing of application by the bank**

**4 Answer regarding granting of loan**

**5 Signing loan and pledge agreements in bank**

Contract conclusion duly performed with a notary public

Escrow account

**6 Drafting of purchase agreement**

**7 Corroboration request with a notary public**

**8 Registration in the Land Register**

Payment of fees and dues	Statutory fee	Chancery fee
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Pledge registration	<input type="text"/>	<input type="text"/>
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Registration of ownership rights	<input type="text"/>	<input type="text"/>
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**9 Insuring immovable property**

**10 Receiving funds**

Loan processing and granting commission

Charge for non-used limit

**11 Supervision of repair/ construction works**

Contract with a construction supervisor

**Possible costs**

*\*Indicated costs are for information only.*

## LIST OF DOCUMENTS TO BE SUBMITTED BY PRIVATE CUSTOMERS FOR THE APPLICATION PROCESSING\*

- Filled in application form for private customers (according to the bank template)
- Copy of applicant's identity card (with a presentation of the original), and, where the applicant is a private customer holding a valid permanent residence permit in the Republic of Latvia, it shall submit this as well

### DOCUMENTS APPROVING INCOME\*\*\*

- Certificate issued by the State Revenue Service (SRS) on the income (procedures for receiving such a certificate - <http://www.vid.gov.lv>), or a similar certificate issued by a foreign tax administration body\*\*
- Certificate issued by the employer on the salary for the last 6 months and/or statement on the payroll tax
- Account statement issued by another bank for the last 6 months
- Explanation drafted and signed by the applicant regarding income sources, which will be used for loan repayment.
- Other documents approving the income and/or funds at the disposal of the applicant

Where a security is offered/requested, similar documents as those requested from the applicant along with a filled in statement shall be submitted by the guarantor.

### DOCUMENTS ON THE IMMOVABLE PROPERTY OFFERED AS A PLEDGE, TO BE BOUGHT AND/OR OWNED

- Assessment carried out by an assessor approved by Bank (from the list of assessors approved by Bank)
- Copy of a document approving acquisition of the property (purchase, gift, exchange agreement, etc.)\*\*\*\*
- Copy of the Land Register deed/certificate (where the assessment of the immovable property is absent)\*\*\*\*
- Copy of the inventory file and/or land border plan (where the assessment of the immovable property is absent)\*\*\*\*

#### WHERE:

- the property as a whole or any part thereof is leased/hired – approved copy of the lease/hire agreement\*\*\*\*
- the house ownership is split into aliquot parts – approved copy of the document stating the legal rights of owners (common use agreement registered in the Land Register)
- the house ownership is located on a land not owned by the house owner – approved copy of the document stating the legal rights of the house owner and land owner\*\*\*\*
- Other documents \_\_\_\_\_

#### WHERE REPAIR OR CONSTRUCTION WORKS SHALL BE CARRIED OUT (UPON BANK REQUEST)

- Calculation sheet
- Design
- Construction permit or Confirmation card
- Future value of immovable property

#### WHERE A VEHICLE, FIXED ASSETS, OR CURRENT ASSETS ARE OFFERED AS A SECURITY:

- Assessment carried out by an assessor approved by Bank (from the list of assessors approved by Bank)
- Approved copy of the vehicle registration certificate\*\*\*
- List of fixed, current assets signed by a duly authorised person
- Copy of insurance policy, vehicle (KASKO – own-damage insurance), fixed assets, current assets are insured

\* The bank may request additional documents relevant for the application processing.

\*\* Certificate is not mandatory, where the loan sum is less than 100 statutory minimal wages in Latvia, or where the customer is a public administration official and information on his/her income is publicly available.

\*\*\* At the time of submission the documents shall be issued less than a month ago.

\*\*\*\* Upon submission of approved copies to the bank, originals shall be presented.