

Housing Loans and Loans for Refinancing Housing Loans Insured with the National Mortgage Insurance Corporation

HOUSING LOANS INSURED WITH NKOSK (NATIONAL MORTGAGE INSURANCE CORPORATION)		
REQUIRED DOCUMENTATION	DOWNLOAD DOCUMENTS ***	TYPE AND MANNER OF ISSUANCE
Loan application	Application for Loan Approval	Original document certified by the employer
Attachment of the Application with the authorization for loan approval for refinancing a loan of another bank	Request Attachment Form	To be completed by applicant
Decision on administrative ban -for loans in RSD	Decision on administrative ban - for loans in RSD	2 copies certified by the employer
Decision on administrative ban - for loans with currency clause	Decision on administrative ban - for loans with currency clause	2 copies certified by the employer
Certificate of permanent employment and length of service		Original copy certified by the employer
ID document		Photocopy
Pension cheques for one month (for applicants - pensioners)		Original document
Bank's statement for the last 6 months on salaries transactions / pensions transactions on current account certified by the commercial bank		Document is collected in the bank in which the applicant holds current account
PPDG-2R form or Decision on determining personal income tax (a necessary document for all clients who are taxpayers in the sense of the law that regulates the personal income tax)		Document is issued in the Tax Administration
Preliminary sales contract /contract (purchase)		Original document
Title deed not older than 15 days from the date of application		Original document from the land registry - cadastre
Valuation of the mortgaged property		Prepared and certified by the authorized court appraiser
Legally effective Decision for approval of construction, project and estimated bill of quantities (construction of residential building)		Photocopy

Statement of the pledger-private individual on marital status	Bank's Form
Photocopy of ID card of the pledger and his/her spouse (if the real estate was acquired in marriage) or probate decision, agreement of gift (as the evidence of the acquisition of ownership)	Photocopy
Insurance policy of the real estate on which the mortgage is constituted, which is transferred in favour of the Bank	Photocopy of insurance policy and original document of the transfer
Certified lien statements (as of the day of loan disbursement)	Original document
Certified statements of spouse being acquainted of mortgage establishment (as of the day of loan disbursement)	Original document
Contract with the Bank where the loan has been approved (for loans for refinancing)	Photocopy
Letter of Intent of the bank in whose favour the lien of release of mortgage has been registered	Original document

Additional documentation for pension beneficiaries:

- ✓ Photocopy of the Decision on Pension - for all pensioners except for recipients of old-age pension (the code on the pension check for old-age pension is 102)

Additional documentation for pensions from abroad:

- ✓ Photocopy of the Decision on Pension (translated and certified by the court interpreter)

Additional documentation for loan applicants - war invalids:

- ✓ Photocopy of the Decision on Acquiring the Right to Pension and/or invalidity allowance - for war invalids

Additional documentation for the owners entrepreneurs with lump sum taxation status:

- ✓ Flat rate income tax or final decision on personal income tax and other public revenues from conducting self-employed activity on lump sum income for a certain period of time
- ✓ Flat rate or final decision for borrowing on social security contributions

Additional documentation for owners of micro firms and entrepreneurs:

- ✓ Certificate of the Tax Administration on paid taxes with the date of submission of the request and on the amount of tax base for the previous 3 months not older than 30 days

Other:

- ✓ Evidence on additional income (if the applicant owns the same)
- ✓ Evidence on paid tax on additional income if the additional income is subject to taxation
- ✓ Turnover on the account for the previous 12 months with recorded additional income
- ✓ As at the day of realization of the loans, the title deed for the real estate which is mortgaged, not older than one month from the date of issuing the same

If the subject of mortgage is non-registered real estate, the final, legally effective authorization for construction and other valid documentation is required as the basis for establishing the mortgage on the property in question, as follows:

- ✓ All contracts starting from the first owner to the present owner contract (if the real estate has been traded)
- ✓ Legally effective authorization for construction and location permit - photocopy
- ✓ Decision of the corporate entity's competent authority on sale and pledge of real estate that is the subject of lending and concurrently the subject of mortgaging (if the seller is a legal entity)

In case you submitted incomplete or irregular application, the Bank and NKOSK (National Mortgage Insurance Corporation) will notify you on requirement to regulate, and/or supplement or to submit the correct and valid documentation.