

S. No.	<p style="text-align: center;">Documents</p> <p style="text-align: center;">(Please furnish the following documents as applicable along with the application form).</p>
1	Passport size Photographs of Applicant & Co-Applicant.
2	Photocopy of Citizenship Certificate/Passport of Applicant, Co-applicant & Guarantor.
3	Photocopy of "Land/Apartment Ownership Certificate" (<i>Lal Purja</i>).
4	Photocopy of "Land Transfer Deed" (<i>Rajinama</i>) and/or other legal documents validating <i>Lalpurja</i> .
5	Photocopy of " Land Revenue Receipt" (<i>Malpot Receipt</i>) for the latest Fiscal Year.
6	Original "Blue Print of the Land" (<i>Napi Naksa</i>).
7	Four Boundary Disclosure (<i>Char Killa Pramanit</i>).
8	Photocopy of Approved House Map from Municipality/VDC (<i>Naksa Pass</i>).
9	Detail Breakdown of the Cost Estimation (in case of house to be constructed) i.e. Bill Of Quantity
10	Citizenship of the seller in case of purchase of Land and/or Building.
11	Tax Clearance of building in case of land and building purchase including payment voucher/receipt.
12	In case of mortgage of land and building, the building should be mentioned in the <i>Lalpurja (Ghar Kaayam)</i> .
13	A letter from employer disclosing gross salary, deduction and net take home pay, permanent or contract employee, date of retirement or expiry of the contract (in case of an employee)
14	Rental agreement and Land/apartment ownership certificate of the rented land & building (for regular source of income from property).
15	Renewed copy of blue book for unregistered transport operators with income statement and route permit (if applicable).
16	Audited Balance Sheet and Profit & Loss Account/Income & Expenditure Account of last 2 years (in case of Professionals/Self Employed).
17	Registration Certificate, paper disclosing percentage of ownership/shareholding, Memorandum and Articles of Association, Partnership deed (as applicable for self employed), PAN Registration Certificate.
18.	Copy of Bank Account Statement for 3-6 months.