

# **Apartment for Government Employees & Professionals in the Government & Private Sector**



## **House Reservation Application Form**

**Weera Mawatha, Pannipitiya**

**Director, Middle Income Housing Project,**

**Urban Development Authority,**

**6th Floor,**

**Sethsiripaya,**

**Battaramulla.**

**Ministry of Megapolis & Western Development**



## Urban Development Authority Reference:

### CHECKLIST

1. Fully Completed Application Form
2. Copies of national identity card(Applicant & Spouse)
3. Proof of Present Address (Current Utility Bills-Water & Electricity  
Bill, Grama Niladhari Certificate, Deed or Rent Agreement)
4. Original Salary particulars (Appendix 1) 4 Recent Pay slips
5. Signed Customer Declarations
6. Original Bank Statements (6 Months)

## Office Use Only

Application received No

Received Date

Received Time

### 1. Personal Details

I. Full Name:.....

.....

II. Name with Initials: .....

III. NIC No:.....

IV. Date of Birth .....

V. Gender: Female  Male

VI. Permanent address:.....

VII. Postal address:.....

VIII. Telephone: Office:

Home:

Mobile:

<input type="text"/>
<input type="text"/>
<input type="text"/>

IX. E-mail:.....

X. Preferred Housing unit & price  
(Tick the relevant Cage)

Type A	Type B	Type C
750sqft	950sqft	1050sqft
Rs10.50Mn+NBT	Rs13.30Mn+NBT	Rs14.70Mn+NBT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*This price will be changed based on the actual floor area & floor level.

XI. Marital status: Married  Single

If Married,

XII. Spouse Full Name:.....  
.....

XIII. Name with Initials: .....

XIV. NIC No:.....

XV. Date of Birth .....

XVI. Telephone: Office:   
Home:   
Mobile

XVII. Postal Address:.....

XVIII. E-mail:.....

## 2. Payment option

- Initial Payment : 25% of down payment should be paid within two month period **(Rs.1 M for the reservation fees need to pay as a part of down payment at the time of housing unit reservation)**
- Balance payment in installments through mortgage arrangement.

## 3. Employment Details

I. Occupation:-:.....

II. Name of Employer:.....

III. Service period: Years .....Months .....

IV. Previous Organizations (If any),

Name of Employer: .....

Occupation:.....

Service Period: Years .....Months .....

V. Total service period of the (Private/Government) Organization:

Years ..... Months .....

#### 4. Income Details

	Amount per Month
I. Gross basic wage/salary	.....
II. Overtime:	.....
III. Allowances:	.....
IV. Commission:	.....
V. Other income*:	.....
Total Income:	.....

\*Please give details of other income: (Attached Billing Proof)

**5. This Section to Be Completed by an Authorized Officer in charge in the Organization**

I certify that the above details are true and correct according to the service record.

Name: .....

Position: .....

Name of the institution: .....

Address: .....

Tel Number: .....

Date: .....

Signature.....

(Should be Director General / General Manager or Director HRM)

Signature of the Applicant:

The information given will be treated in the strictly confidence

**Note:**

- i. One housing unit will be allocated for one family.
- ii. Dully filled application form together with other documents should be handed over to Director (Middle Income Housing Project), Urban Development Authority, 6th Floor, Sethsiripaya, Bttaramulla with the payment of Rs.1000.00 non-refundable deposit.