

Assisted Car Purchase Scheme Application for Loan



Name (in full)	
Job Title.....	Portfolio.....
Address.....	
Details of car to be purchased	
Registration No.	
Make	Model.....Colour
Emissions	Date of Manufacture
Mileometer Reading	
Vendor Name	
Address	
.....	
Price of car to be purchased (less Road Fund Licence)	£ :
Employees contribution / deposit (if any)	- £ :
Selling price or trade-in allowance on old car (if applicable)	- £ : £
Outstanding balance of present loan (if applicable)	+ £ :
REPAYMENT PERIOD YEARS (for new loan) <u>LOAN REQUESTED</u>	<u>£ : </u>
Outstanding balance of present loan	- £ : £
(NB maximum length of loan is 3 or 4 years, as per policy)	
Net Advance	£ :
(the BACS payment will be made payable to the vendor except in exceptional circumstances)	

Appendix C

Eligibility checklist

	Yes	No
Are you an 'Essential' car user?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If not an Essential car user CMT / Director must be satisfied that Officer is in a 'key post' for recruitment & retention purposes. Further evidence may be requested before application is approved.

Documents to be attached

- ▶ Confirmation that the vehicle is free of loans and the seller is the legal owner (where a private sale) – form ACP3
- ▶ Invoice or other proof of sale and purchase price, giving name, address and phone no. of legal owner and Bank Details (if applicable)
- ▶ Assessor's report (where applicable)

I confirm that all details supplied are correct and the loan is to be used for the purchase of the vehicle mentioned. I have read and understood the associated Council policy and understand that if I leave the Council's employment during the term of this agreement I will be expected to repay the loan in full within the term stipulated.

Signed Date

Eligibility checklist (to be completed by HR)

Essential User Status
 Service Area not under review
 Loan amount checked (against max. permitted)

I certify that this application has been checked and that the necessary documents are attached and in order. I approve this application.

On Behalf of HR.....Date.....

DirectorDate.....

TO BE COMPLETED BY HR:

Amount £	Period	Years	Interest rate	%	Annual Interest £	:		
Repayments	1 month	x Principal	£	:	Interest £	:	Total £	:
	months	x Principal	£	:	Interest £	:	Total £	: