



FINANCIAL SERVICES

HOUSING LOAN CHECKLIST OF REQUIREMENTS

1.	Application Form Duly Filled & Signed by both Applicant & Co-Applicant	
2.	Latest Passport Size Photograph of Applicant & Co-Applicant - 2 no's	
3.	IDENTITY	<input type="checkbox"/> PAN Card (Applicant) <input type="checkbox"/> DL <input type="checkbox"/> Passport
	ADDRESS PROOF	<input type="checkbox"/> Adhar Card <input type="checkbox"/> Voter ID <input type="checkbox"/> Ration Card <input type="checkbox"/> Gas Bill
4.	Cheque favoring Finance Company on A/C OF (CUSTOMER NAME) required towards processing fee from Salary account	
5.	Relationship proof of applicant & Co-applicant (Ration card or Voter ID of Co Applicant)	
6.	Sale agreement copy	

7. INCOME PROOF

Salaried

- ☐ Salary Slip of last 3 months showing all deductions
- ☐ Form 16 for last Two years
- ☐ IT Returns filed saral copy Two years
- ☐ Copy of Appointment letter & Previous company reliving letter. (If less than One year in present job)
- ☐ Bank Statement/Pass book (where salary is credited) for last Six months up to date.
- ☐ Repayment track record of existing loans- Loan account statement up to date.(If any)
- ☐ Company profile (for employees of Pvt. Ltd. Company).
- ☐ Visiting Card or ID Card of the Customer
- ☐ 7 Cheque leaves from salary bank account after loan sanction& ECS

Self Employed Professional / Business

- ☐ Companies pan card with Address proof
- ☐ Business profile in the letterhead of the company
- ☐ IT Returns for last 3 years
- ☐ Computation of Income certified by a Chartered Accountant along with P & L and Balance Sheets for 3 Yrs
- ☐ Registration certificate for business.(Business Proof)
- ☐ Bank statement for last 1 year till date (of business and personal a/c)
- ☐ Copy of Professional certificate-(If Professional)
- ☐ Repayment track record of existing loans- (If any)
- ☐ 7 Cheque leaves after loan sanction& ECS

NOTE: Spouse to become Co-applicant (in case of Bachelor/ Spinster Father/Mother to become Co-applicant).

CIBIL check is mandatory

For Loan details please contact:

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FINANCIAL SERVICES

NAME		
PROJECT		
SITE NO		
LOAN ARRANGED FROM		
INTEREST RATE		
LOAN AMOUNT		
EMI		
PERIOD		
PROCESSING FEES & OTHERS		
LOANS - TYPE OF LOANS - EMI -		
GROSS SALARY - TAKE HOME - CURRENT EMI - PER MONTH		

NOTE : This is only quotation, Loan Amount / Tenure subject to approval from financial Institutions.
Interest rate & processing fee at the time of disbursment is applicable.

DATE :-

PLACE:-

SIGNATURE OF THE CUSTOMER