

Documents required from applicant for loan purposes

All original documents required with photocopies for verification

Documents from loan applicant

- 1) Covering letter stating source of personal funds
- 2) Duly filled application form
- 3) Photo of applicant, Co-borrower, guarantors
- 4) Photo ID proof – Pan card / Company ID / Election ID / Driving licence of applicant, Co-borrower, guarantors (photocopy)
- 5) Address proof -- Driving licence / Passport / ration card / Latest electricity bill of applicant, Co-borrower, guarantors (photocopy)
- 6) 3 months original salary slips with company seal & sign
- 7) Computation of income & last 3 years IT returns, latest form no.16
- 8) Computation of income & last 3 years Balance sheet, Profit % loss account statement, IT returns in case of businessmen
- 9) 6 months latest bank statements
- 10) Original receipts of payment made to builder
- 11) Agreement of the property & other property documents
- 12) Loan statements of loans availed from other financial institutes / banks etc.
- 13) Original copy of L.I.C. policies / N.S.C. etc.

Two guarantors (Ltd.Co.)

In case of guarantors above points no.3 to no.8 apply. Procure documents according to them

List of documents of the property –

- 1) Original registered agreement of applicant with the builder
- 2) Index 2 of the said agreement
- 3) Copy of Property card extract – 7 / 12 extract
- 4) Copy of N.A. order by collector of Pune
- 5) Copy of development agreement, if applicable
- 6) Copy of Irrevocable Power of Attorney, if applicable
- 7) Latest search & Title verification report by advocate regarding the subject premises
- 8) Copy of sanctioned plan by competent authority
- 9) Allotment letter of the said Shop / Flat by the builder
- 10) Copy of agreement between the Promoter & Shop / Flat purchaser along with payment receipt
- 11) Copy of Town planning certificate and approved plans
- 12) Original payment paid receipts
- 13) In case of loan from any other bank, its release deed & no dues certificate
- 14) In case of second sale, the registered agreement between previous owner & borrower