

Home Loan Documents

Mandatory Documents – Applicant & Co-Applicant

1. KYC – PAN & Aadhar Card
2. KYC – Other (Driving License, Passport, Voter ID)
3. Residence Proof - Latest - Light Bill / Municipal Tax Bill / Passport
4. Three recent passport size photograph
5. All existing running loans – Sanction Letter, Repayment Schedule & Statement of Account.

Self Employed Documents

1. Last 3 years – CA Certified
 - a. ITR / Acknowledgment
 - b. Computation of Income / Statement of Total Income
 - c. Profit & Loss
 - d. Balance Sheet
 - e. Audit Reports – Companies Act & Income Tax (along with all Schedules & Sub Schedule)
2. Business Proof – Gumasthadhara / SSI Certificate / Professional Tax.
3. Office Address Proof – Latest Light Bill / Municipal Tax.
4. Last 12 month Current & Savings Account in PDF format (As downloaded from Net Banking / Recd from Bank)
5. KYC of Business – PAN, GST Registration Certificate, MOA & AOA, Partnership Deed (In case of Partnership Firm)
6. KYC & Financials of all associates in which applicant & co-applicant are Partners / Directors.
7. Last 12 Months GST Returns.
8. Current Year Provisional Profit & Loss Account and Balance Sheet.
9. Complete Set of Property Paper – In case of resale purchase.

Salaried Documents

1. Last 6 months Salary Slip copy.
2. Last 3 years Form 16 & ITR.



3. Last 12 month Savings Account in PDF format (As downloaded from Net Banking / Recd from Bank)
4. Complete Set of Property Paper – In case of resale purchase.

Property Papers (Resale)

1. Latest 7/12 / Property Card
2. Form No. 6
3. NA Permission or Form- 2 (Gam no Namuno -2)
4. Registration Certificate of Society or Company.
5. Memorandum & Articles of Association of Society / Developer.
6. Construction / Development Agreement (If applicable)
7. Title Clearance report of Land purchased by (Builder- Society Association)
8. Rajja Chhithi from AMC / AUDA / Development Authority as applicable.
9. Approved Plan from AMC / AUDA / Development Authority – Unit Plan & Layout Plan.
10. Agreement to Sale of proposed buyer.
11. Original margin money receipt
12. NOC in respective Bank's Format.
13. Original all previous chain sale deeds with Index - 2 and Registration Receipts (RR).

Additional Documents for Old Properties

1. Copy of Share Certificate (Both Sides)
2. Copy of Allotment Letter.
3. Copy of Possession Letter.
4. BU Permission.
5. Original Payment receipt for payment made top seller.
6. Latest Light Bill / Tax Bill.

