

## Home Loan / Home Advantage APPLICATION

To

The Branch Manager

Indian Bank

..... Branch

*Latest Passport size  
photo of the Applicant  
with signature across*

*Latest Passport size  
photo of the Co-  
Applicant / Guarantor  
with signature across*

*Latest Passport size  
photo of the Co-  
Applicant / Guarantor  
with signature across*

☐ Resident    ☐ Non-Resident

### For existing customers only

CIF of Applicant										
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☐ Fresh

CIF of Co-Applicant										
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☐ Additional

CIF of Guarantor										
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☐ Takeover from ..... A/c with ..... Branch

Savings Bank A/c No.										
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Dear Sir,

I / We hereby apply for a loan of ₹..... for construction / purchase of house / Flat / plot / addition / alteration of the existing house / flat (the details of which are enclosed) repayable in ..... EMI's, under -

☐ Regular Home Loan Scheme /    ☐ Home Loan Advantage Scheme.

As part of Home Loan Advantage scheme, I request for an Overdraft Limit of ₹. .... (Rupees ..... only) for ..... purpose.

The following person(s) shall be the Co-applicant/ Guarantor for the loan:

Sri./ Smt.....(Co-applicant/Guarantor)

Sri./ Smt.....(Co-applicant/Guarantor)

Reason for inclusion as Co-applicant: .....

Yours faithfully,

Signature of Applicant

Signature of Co-Applicant

Date :

Place:

## PERSONAL DATA of Applicant

**01. Name (Surname / First Name / Middle Name) In Capital Letters**

Mr / Mrs / Ms / Mx

**02. Name of Father / Husband (Surname / First Name / Middle Name) In Capital Letters**

Mr

### 03. Mother's Maiden Name in Capital letters

Mrs

**04. Address:**      Current ( ☐ Rented ☐ Owned)

### Permanent

Pin	Staying since ..... yrs
Pin	
Contact: L L ..... Mobile ..... E-mail .....	

05. (a) PAN No..... (b) Voter's ID ..... (c) UID No..... (d) Passport No.....

06. (a) Date of Birth.....(b) Age in years.....

07.Category : ☐ SC ☐ ST ☐ OBC ☐ MIN ☐ GEN

08. Marital Status: ☐ Married ☐ Unmarried

09. Educational Qualification: ☐ UG ☐ G ☐ PG ☐ Others (Specify .....)

10	Occupation of Applicant	<input type="checkbox"/> Employed <input type="checkbox"/> Self Employed <input type="checkbox"/> Professional <input type="checkbox"/> Business <input type="checkbox"/> Others		
a.	Details of Employment (with reference to Col.10) with full address of Employer / Office with Telephone / fax / email. Designation, Employee No etc to be entered	Designation ..... Employee No. .... Whether Confirmed <input type="checkbox"/> Yes <input type="checkbox"/> No    Completed years of Service: .....		
b.	If Self-employed / Professional/ Business / Others – Furnish Details (with reference to Col.10) with full address / Telephone / fax / email	Nature of Profession / Business etc. ....  Capital Employed in the Business – ₹.		
11	Occupation of Spouse	<input type="checkbox"/> Employed <input type="checkbox"/> Self Employed <input type="checkbox"/> Professional <input type="checkbox"/> Business <input type="checkbox"/> Others		
a.	Details of Employment (with reference to Col.11) with full address of Employer / Office with Telephone / fax / email. Designation, Employee No etc to be entered	Designation ..... Employee No. .... Whether Confirmed <input type="checkbox"/> Yes <input type="checkbox"/> No    Completed years of Service: .....		
b.	If Self-employed / Professional/ Business / Others – Furnish Details (with reference to Col.11) with full address / Telephone / fax / email	Nature of Profession / Business etc. ....  Capital Employed in the Business – ₹.		
12	Present Monthly Income:	Gross	Net	Other Income, if any
	a. Applicant			
	b. Spouse/Parent/Son/Daughter			
	c. Total			

# PERSONAL DATA of Co-Applicant (separate sheet to be used for each Co-Applicant)

## 01. Name (Surname / First Name / Middle Name) In Capital Letters

Mr / Mrs / Ms / Mx

## 02. Name of Father / Husband (Surname / First Name / Middle Name) In Capital Letters

Mr

## 03. Mother's Maiden Name in Capital letters

Mrs

## 04. Address: Current (☐ Rented ☐ Owned)

## Permanent

Pin	Pin
Staying since ..... yrs	
Contact: L L ..... Mobile ..... E-mail .....	

05. (a) PAN No..... (b) Voter's ID ..... (c) UID No..... (d) Passport No.....

06. (a) Date of Birth.....(b) Age in years.....

07. Category : ☐ SC ☐ ST ☐ OBC ☐ MIN ☐ GEN

08. Marital Status: ☐ Married ☐ Unmarried

09. Educational Qualification: ☐ UG ☐ G ☐ PG ☐ Others (Specify .....

10	Occupation of Applicant	<input type="checkbox"/> Employed <input type="checkbox"/> Self Employed <input type="checkbox"/> Professional <input type="checkbox"/> Business <input type="checkbox"/> Others		
a.	Details of Employment (with reference to Col.10) with full address of Employer / Office with Telephone / fax / email. Designation, Employee No etc to be entered	Designation ..... Employee No. .... Whether Confirmed <input type="checkbox"/> Yes <input type="checkbox"/> No Completed years of Service: .....		
b.	If Self-employed / Professional/ Business / Others – Furnish Details (with reference to Col.10) with full address / Telephone / fax / email	Nature of Profession / Business etc. ....  Capital Employed in the Business – ₹.		
11	Occupation of Spouse	<input type="checkbox"/> Employed <input type="checkbox"/> Self Employed <input type="checkbox"/> Professional <input type="checkbox"/> Business <input type="checkbox"/> Others		
a.	Details of Employment (with reference to Col.11) with full address of Employer / Office with Telephone / fax / email. Designation, Employee No etc to be entered	Designation ..... Employee No. .... Whether Confirmed <input type="checkbox"/> Yes <input type="checkbox"/> No Completed years of Service: .....		
b.	If Self-employed / Professional/ Business / Others – Furnish Details (with reference to Col.11) with full address / Telephone / fax / email	Nature of Profession / Business etc. ....  Capital Employed in the Business – ₹.		
12	Present Monthly Income:	Gross	Net	Other Income, if any
	a. Applicant			
	b. Spouse			
	c. Total			

## PERSONAL DATA of Guarantor

01. Name (Surname / First Name / Middle Name) In Capital Letters

Mr / Mrs / Ms / Mx

02. Name of Father / Husband (Surname / First Name / Middle Name) In Capital Letters

Mr

03. Mother's Maiden Name in Capital letters

Mrs

04. Address: Current (☐ Rented ☐ Owned)

Permanent

Pin	Staying since ..... yrs
Pin	
Contact: L L ..... Mobile ..... E-mail .....	

05. (a) PAN No..... (b) Voter's ID ..... (c) UID No..... (d) Passport No.....

06. (a) Date of Birth.....(b) Age in years.....

07	Occupation of Applicant	<input type="checkbox"/> Employed <input type="checkbox"/> Self Employed <input type="checkbox"/> Professional <input type="checkbox"/> Business <input type="checkbox"/> Others		
a.	Details of Employment (with reference to Col.7) with full address of Employer / Office with Telephone / fax / email. Designation, Employee No etc to be entered	Designation ..... Employee No. .... Whether Confirmed <input type="checkbox"/> Yes <input type="checkbox"/> No Completed years of Service: .....		
b.	If Self-employed / Professional/ Business / Others – Furnish Details (with reference to Col.7) with full address / Telephone / fax / email	Nature of Profession / Business etc. ....  Capital Employed in the Business – ₹.		
08	Present Monthly Income:	Gross	Net	Other Income, if any

### Other Details to be submitted by the Applicant

Details of Family Members:	Name	Relationship	Age
That of Applicant	1. ....	.....	.....
	2. ....	.....	.....
	3. ....	.....	.....
That of Co-Applicant	1. ....	.....	.....
	2. ....	.....	.....
	3. ....	.....	.....
That of Guarantor	1. ....	.....	.....
	2. ....	.....	.....
	3. ....	.....	.....
2	Any relative working / nominated as Director in the Bank : <input type="radio"/> No <input type="radio"/> Yes. If yes, Relationship : (If yes, declaration in the format (F 172) should be obtained.)		
3	Details of SB / Current Account maintained by the applicant with Other Banks	Account Nos. : ..... (SB/Current/OD/OCC Account) Bank: ..... Branch : .....	

4. LOAN INFORMATION: Purpose of the Loan :

- |  |  |
|--|--|
| <input type="checkbox"/> Purchase of Plot                      | <input type="checkbox"/> Purchase of House                               |
| <input type="checkbox"/> Construction of House                 | <input type="checkbox"/> Purchase of Flat Under Construction             |
| <input type="checkbox"/> Purchase of Flat / House being resold | <input type="checkbox"/> Extension of house / Additional Construction    |
| <input type="checkbox"/> Renovation of flat / house            | <input type="checkbox"/> Furnishing of flat / house                      |
| <input type="checkbox"/> Take over from .....                  | <input type="checkbox"/> If Construction, likely date of completion..... |
| <input type="checkbox"/> Your monthly Expenditure : Rs.....    | <input type="checkbox"/> Instalment amount you can pay Rs.....           |

5. Apart from monthly expenditure, any monthly repayment obligation to our Bank or other banks/FI Rs.....

6. Whether holiday period required :

☐ Yes ☐ No

S.No	COST OF PROPERTY	₹.	S.No	SOURCE OF FUND	₹.
1	Cost of Land		1	Amount already spent	
2	Cost of Const / Extension / Repairs		2	Source	
3	Registration Fee / Stamp Duty		3	Savings	
4	Cost of Amenities / Service Charge		4	Others[Specify]	
5	Cost of House / Flat [if second sale]		5	.....	
	Home Loan Insurance				
	Other Expenses [Specify] .....			Loan requested from Indian Bank (including home loan insurance, if any)	
	TOTAL			TOTAL	

7. REPAYMENT:

Select the mode of repayment - ☐ PDC ☐ ECS ☐ Standing Instruction ☐ Instalment paid by Employer

8. PROPERTY DETAILS :

ADDRESS & LAND / BUILDING DETAILS :

Survey No.....Door No.....Plot No.....Flat No.....Floor No.....Block No,.....

Address: .....

..... Nearest Land Mark .....

Area of land / Undivided share of land.....Sq.ft. Built up area.....Sq. ft

Right of Ownership of Land: ☐ Free Hold ☐ Lease Hold

Status of Ownership of property : ☐ Sole ☐ Joint If Joint, then name of the other Owner.....

Do you propose to rent the dwelling unit : ☐ Yes ☐ No If yes, Rent expected : Rs.....p.m.

In case of existing building, then residual life..... Years

Whether valuation of the property done: ☐ Yes ☐ No If yes, Name of the Engineer.....

Whether Legal Opinion is obtained: ☐ Yes ☐ No If yes Name of the Advocate.....

I hereby declare that all the particulars given in the application form are true in all respects. I confirm that no litigation has been initiated against me by other banks / Financial Institutions. I request you to sanction the loan.

Place :

Date :

Signatures

1. Applicant
2. Co-Applicant
3. Guarantor

## INDIAN BANK – HOME LOAN SCHEME

### (MOST IMPORTANT TERMS AND CONDITIONS)

S.No	Category	Details
1	Purpose	For purchase / Construction of House / Flat, Purchase of Site / Plot, Repair / Renovation, Additional Construction, Takeover of loans etc. The loan to be utilised only for the purpose for which it is applied for / sanctioned.
2	Eligibility	Salaried class, Businessmen, Professionals and Self Employed people. Residents and NRI's with minimum entry age of 18 years and maximum exit age of 70 years. Relaxations considered on case to case basis at Bank's discretion.
3	Quantum of Loan	60 times of Gross monthly income. 40% Net Take home pay (NTHP) or NTHP of ₹.20000/- and above after deduction of EMI shall be maintained. <i>Note: Not applicable for NRIs.</i>
4	Disbursement	Directly to the vendor along with margin in case of outright purchase. In case of construction depending upon the stage of construction and margin contributed by the borrower, proportional disbursements will be made.
5	Margin	Loan to Value (LTV) ratio not to exceed 90% for loans upto ₹.20 lacs, 80% for loans upto ₹.75 lacs and 75% for loans above ₹.75 lacs. For Repairs / Renovation 30% margin is necessary.
6	Rate of Interest	As prescribed from time to time – with monthly compounding of interest. Residents can opt for 'Fixed' or 'Variable' rate of interest.
7	Processing Charges	0.225% of Loan amount with a maximum of ₹.20000/- subject to change.
8	Security	Mortgage of property to be purchased. Registration of MOD wherever applicable. Registration of mortgage with CERSAI – charges to be borne by the applicant.
9	Legal Verification/ Property Valuation	Legal Scrutiny Report (LSR) and Engineer Valuation Report (EVR) to be obtained from our approved Lawyers / Engineers at borrower's cost. Second LSR & EVR insisted beyond a threshold limit.
10	Repayment	By way of EMI's and to be serviced by 10 <sup>th</sup> of next month. Delay attracts penal charges. No Pre-payment / Foreclosure charges.
11	Insurance	Property to be insured at borrower's cost with Bank clause. Optional Life insurance cover for Borrowers under Group Mortgage Assurance Scheme to cover the Loan.
12	Surety / Guarantor	Spouse should be included as co-applicant if income of spouse is included for arriving at eligible loan amount.
Documents to be obtained		D-32/D-33; D-57; D128; D132 (in case of IB Home Advantage); F175; F178; F195 and IN CASE OF NEED - D67; F191; F192

Detailed terms and conditions can be obtained from the nearest Branch or visit our Bank's website '[www.indianbank.in](http://www.indianbank.in)'

## **LIST OF ENCLOSURES TO BE SUBMITTED ALONG WITH THE APPLICATION**

### **(A) K Y C RELATED (For Applicants / Guarantors)**

- i) PAN Card Copy
- ii) Proof of Address (Telephone Bill / Voter ID / Driving license etc.)\*
- iii) Proof of Identity (with photo evidence) (Passport, Voter's Identity card, PAN card, Driving Licence, Govt. / Defence ID card etc.)\*

\*All Officially Valid Documents as prescribed by GOI/RBI will be accepted.

ASSETS & LIABILITIES STATEMENT IN BANK's FORMAT TO BE SUBMITTED BY APPLICANT & CO-APPLICANT as well as GUARANTOR

### **(B) EMPLOYMENT RELATED (For Salaried Class Applicant/s)**

- (I) Employee's ID Copy.
- (II) Latest Six month's Salary Slip / Salary Certificate.
- (III) Latest 6 month's Statement of Bank Account where salary is credited.
- (IV) Form 16 / IT Returns / ITAO for the last three years.
- (V) Previous and Present employment details with proof covering a period of last 3 years.
- (VI) If employed in a Private Concern, Profile of the Employer to ascertain the Standing / Status of the Company.
- (VII) Proof of other income, if any (like Rent, Interest on Investments etc.)

### **(C) BUSINESS RELATED (For Applicants under Professional/Self employed/ Business Category)**

- (i) Latest six month's Statement of Bank account.
- (ii) Proof of other income, if any, like Rent and Interest on Investment.
- (iii) IT Return / ITAO for the last three years.
- (iv) Copies of full set of Audited Balance Sheet including P&L account – for the last three years.
- (v) Proof of Business (VAT/GST Registration Copy etc.)
- (vi) Profile / Write-up on the business / Professional activities carried on.
- (vii) PAN Card copy – of the business unit (Wherever applicable)

### **(D) PROPERTY RELATED**

- (i) Original document of title to the property.
- (ii) Prior documents (parent documents) for 13 years if originals are available for perusal. Otherwise, certified copies of documents of title deeds for a minimum period of 30 years.
- (iii) Patta / Possession Certificate / Location Certificate with sketch as the case may be in respect of the subject property.
- (iv) EC for last 13 years.
- (v) Latest Tax paid Receipts wherever applicable.
- (vi) Original Sale Agreement.
- (vii) Approved Building Plan duly endorsed by the Panel valuer and planning permit duly signed by the competent authority
- (viii) Registered / adjudicated power of Attorney as per approved format if documents are to be executed by PA Holder.
- (ix) In case of purchase of Flats from Developers, Agreement of Sale of Undivided share of

land (if registered, then registered sale deed), Construction agreement in case of Flats under construction, Copy of the agreement between the builder/developer and purchaser / applicant, NOC from the financing Bank for release of their charge on the Flat, Tripartite agreement between the Builder/Bank/applicant wherever necessary.

- (x) In case of construction of house/ Repairs and Renovation, Estimation duly approved by Panel Engineer.
- (xi) In case of Plot loan, copy of approved lay out of the plots (duly approved by the competent authority).
- (xii) For sites allotted by statutory authorities like TNHB, DDA, HUDA, NOIDA, Societies etc., allotment letter issued by them, Approved plan & License / blueprint and commencement certificate. Latest land/building tax paid receipt, Estimation from Bank's approved valuer, Absolute deed and or conditional sale / auction sale / lease-cum-sale deed by the statutory body / society, Layout Plan copy, EC for last 13 years, Possession Certificate issued by Statutory Body / Society and NOC from the Statutory body/Society to mortgage the property in our favour.

#### **(E) FOR NRIs/PIOs**

- (I) Copies of Passport / Visa
- (II) Work Permit / Job Contract / Appointment Order
- (III) Power of Attorney as per Bank's format and duly executed in the presence of the officials of the Embassy and adjudicated in India.
- (IV) Latest Six months' salary certificates with deductions / ITR for three years.
- (V) Statement of Latest 6 month's Statement of Bank Account where salary is credited.
- (VI) Proof of margin money from NRE / NRO account.
- (VII) Declaration that the House / Flat shall be used for own use on return from abroad and proposed period of stay in abroad to be submitted.

#### **(F) In case of takeover**

- (i) Copy of original sanction letter, Additional sanction ticket if any, (including top up loans)
- (ii) Latest Balance outstanding letter from the erstwhile lending institution.
- (iii) Confirmation from the lending institution that the account is a Standard asset and the balance outstanding as on date, charges if any, and their willingness to handover the documents to Bank if the amount is paid in full along with list of documents held with the erstwhile Bank.
- (iv) Latest property tax and other statutory tax paid receipts.
- (v) Statement of Home Loan account from the date of avilment.
- (vi) The property should have been constructed as per the approved plan without deviations.
- (vii) Copy of the property title deeds , latest tax paid receipt, Khatha extract and certificate and upto date Encumbrance Certificate (Minimum 13 years)

The above checklist is only indicative and the Bank may insist for production of any other document relating to property for verifying the title or for creation of valid mortgage. The applicants have to submit self attested copies of the document wherever Xerox copies are submitted. No laminated documents are accepted as proof of title/for creating mortgage. Details of guarantor(s) to be furnished, wherever necessary.



## LETTER TO BE OBTAINED FROM THE BUILDER ON HIS LETTER PAD

To

Indian Bank,

.....

Dear Sir,

We confirm that we have agreed to sell a house / flat to Shri/Smt/Kum.....

Particulars of which are as under :

House / Flat No.....Block No.....Floor No.....Door No,.....

For a total consideration of Rs.....as per agreement dated a copy of which is enclosed.

a. Area of the Flat.....b. Rate : ₹..... per Sq. Ft.

The buyer has to make payment as under :

Cost of land (undivided Share) ₹.....

Cost of construction ₹.....

Total cost of flat ₹.....

1. We understand the Indian Bank will disburse the loan amount in instalments, depending on the stage of construction and submission of proof of utilisation of earlier instalments.
2. We certify that
  - i. We have obtained necessary permission / approval / sanction for construction of flats in the said building from the Competent authority, vide sanction No.....dated.....of.....
  - ii. The construction of the building and of the flat sold / agreed to be sold is carried out in accordance with the approval vide sanction No.....dated .....of .....
  - iii. We confirm that we have no objection whatsoever to Shri/Smt/Kum.....mortgaging the house /flat to Indian Bank as security for the amount advanced / to be advanced by the Bank.
  - iv. The title of the said land and the building thereto is valid clear, marketable and free from all encumbrances.
3. We enclose a sketch showing the pattern of the numbering of the block/building/Floor and the flats.
4. We enclose the copy of the working drawing of the construction as AT SITE.
5. We enclose Xerox copies of the Building Approval and Planning permit.
6. We enclose Xerox Copies (Two) of the Approved Building Plan complete set including site plan and key plan with the Applicant's flat shared in red.
7. We have not borrowed from any financial institution for purchase of land or construction of building and have created or will not create any encumbrances on the house /flat allotted to him / her during the currency of the loan sanctioned / to be sanctioned by the Bank to him / her.
8. We undertake to inform and give proper notice to Co-operative Housing Society as and when formed about the flat being so mortgaged and also request the said Society to send the Share Certificate issued in favour of the purchaser directly to Bank.

**Signature of Builders/Representatives**

### Enclosure

1. Sketch showing the pattern of numbering of Flats.
2. Working drawing.
3. Site Plan and Key Plan
4. Building and Planning Permit (copy) Signature.