

## APPLICATION for IB RENT ENCASH

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*

### For existing customers only

CIF of Applicant										
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**Applicant:**    ☐ Individual    ☐ Joint Owners    ☐ Corporate Firm

**Building Type:**    ☐ Residential    ☐ Commercial

**Category of Lease:**    ☐ 'A'    ☐ 'B'

CIF of Co-Applicant										
CIF of Guarantor										

A/c with .....Branch

Savings Bank A/c No.										
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Dear Sir,

I / We hereby apply for a loan of Rs..... for the purpose of ..... repayable in ..... EMLs. The following person(s) shall be the Co-applicant/Guarantor for the loan:

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

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

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 .....

<b>10</b>	<b>Occupation of Applicant</b>	<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 – Rs.		
<b>11</b>	<b>Occupation of Spouse</b>	<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 – Rs.		
<b>12</b>	<b>Present Monthly Income:</b>	<b>Gross</b>	<b>Net</b>	<b>Rental Income</b>
	a. Applicant			
	b. Spouse			
	c. Total			

# PERSONAL DATA of 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	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 .....)

<b>10</b>	<b>Occupation of Co-Applicant</b>	<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 – Rs.		
<b>11</b>	<b>Occupation of Spouse</b>	<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 – Rs.		
<b>12</b>	<b>Present Monthly Income:</b>	<b>Gross</b>	<b>Net</b>	<b>Rental Income</b>
	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 Guarantor	<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 – Rs.		
08	Present Monthly Income:	Gross	Net	Other Income, if any

### Other Details to be submitted

**A. In case, applicant being a Corporate / Firm (Provide the details of the Proprietor / Partners / Directors etc.,)**

S.No.	Name (Mr / Mrs / Ms / Mx) S/o; D/o; W/o	Address with contact (mobile, email) details	Date of Birth

**B. Details of Rental Income to be / being received from the building**

Let out the Building to: ☐ PSU ☐ State Govt. ☐ Central Government offices ☐ Others .....

S.No	Particulars of the Regd. Rental/lease agreement	Rent received (in Rs.) pm	Dt. of expiry of Lease	Amt of Property Tax to be paid (Half Yearly)

### C. PROPERTY DETAILS:

<b>ADDRESS &amp; LAND / BUILDING DETAILS :</b>			
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.....

### D. 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. ....	.....	.....

### E. Purpose of the Loan:

- |   |  |
|---|--|
| <input type="checkbox"/> Repairs to be executed     | <input type="checkbox"/> Renovation of flat / house      |
| <input type="checkbox"/> Marriage                   | <input type="checkbox"/> Education for my son / daughter |
| <input type="checkbox"/> Household Festival         | <input type="checkbox"/> Medical expenses of my .....    |
| <input type="checkbox"/> Any Bankable purpose ..... |  |

### F.REPAYMENT:

Select the mode of repayment - ☐ PDC ☐ ECS ☐ Standing Instruction

Any monthly repayment obligation to our Bank or other banks/FI Rs.....

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.)	
Details of SB / Current Account maintained by the applicant with Other Banks	Account Nos. : (SB/Current/OD/OCC Account) Bank: Branch :

I/We hereby declare that all the particulars given in the application form are true in all respects. I/We agree to assign the Rental Income in favour of the Bank. I/We confirm that no litigation has been initiated against me/us by other banks / Financial Institutions. I/We request you to sanction the loan.

Place :

Date :

Signatures

Applicant

Co-Applicant

Guarantor

## CHECKLIST FOR RENT ENCASH (OFFICE USE)

### Calculation of Eligible Loan Amount:

Details Required:

1	Rent Receivable Per Month (Net of TDS) For Un-expired Lease Period – CERTAIN	Months	Rent Per Month
	From: To:		
	From: To:		
	From: To:		
2	Residual / Un-expired Lease Period – CERTAIN	Months	
3	Property / Statutory Tax Payable – Per Annum	Amount	
4	Advance Rent - already received	Amount	
5	"No. of Months' Rent" - received as Advance Rent	Number	
6	Realizable Sale Value of the Property - as per EVR	Amount	

### METHOD (A) – NPV Basis:

Amount

A	i.	NPV of Monthly Rent Receivable (Net of TDS) For ----- Months (Residual Certain Period)	
	ii.	Less: Margin 10%      OR	
		Less: Margin 20%	
	iii.	Eligible Loan Amount – after deducting the applicable margin (i - ii)	

### METHOD (B) – RSV Basis:

B	i.	RSV of the property	
	ii.	Less: Margin – 30%      OR	
		Less: Margin – 40%	
	iii.	Eligible Loan Amount – after deducting the applicable margin (i - ii)	

7.	The Eligible Loan Amount <i>Lower of the above two calculations [A(iii) or B(iii)] = Rs</i>	
	EMI for ..... months*      = Rs	

\* **Repayment period** = No. of Months of Un-expired Lease Period (CERTAIN) taken for calculation (**MINUS**) the “number of months’ rent” received as Advance Rent – (that is, 2-5 as stated above)

**Branch / ZO shall ensure the following:**

- EMI does not exceed the Monthly Rent (Net of TDS)
- Excess amount of ‘Monthly Rent (Net of TDS)’ over ‘EMI Payable’ is sufficient enough to cover the property tax payable – on annual basis

<b>8</b>	Amount of Loan requested for		
<b>9</b>	Amount of Loan recommended /sanctioned		
<b>10</b>	Rate of interest to be charged		
<b>11</b>	Processing charge		
<b>12</b>	Any other relevant details		
<b>13</b>	Security (Property Details)		
	a. EM of Property		
	Engineers Valuation .....		
	b. Rent receivable		
	Any other (please specify details)		
<b>14</b>	Checklist	Date	
	a. Legal opinion dt. .... obtained on		
	b. Engineers Valuation dt. .... obtained on		
	c. Latest EC dt. .... obtained on		
	d. EM created on		
	e. Property Tax Paid upto ..... Receipt dt. .... obtained on		
	f. Electricity Bill paid upto ..... on		
	g. <b>Documents to be obtained</b> - D1 / D2; D 32; D129; D 57; D 110 or Power of attorney from property owner to collect the rent directly from the tenants; F 178; Acceptance letter from the tenant to directly pay the rent to the bank- as per power of attorney.		
<b>15</b>	Any other Relevant observation by recommending /sanctioning authority		
<b>16</b>	Risk Factors if any:		
	1.Recovery		
	2. Distress Sale with Vacant Possession		