

Necessary Documents

1. Surety Application Form
2. HBA Application Form
3. Title deeds or Sale Deed
4. Encumbrance Certificate for 13 Years
5. Khatha Certificate and Khatha Extract
6. Up to Date tax paid receipt
7. Approved Building Plan
8. Valuation Certificate of House /Flat / Site / Govt Rate list
9. Possession Certificate
10. Building License
11. Declaration sworn report, Affidavit that the property is within the urban land ceiling limit and genealogical tree of the member on Rs.15/- stamp paper before Magistrate to prove the absolute particulars.
12. Salary Certificate with deduction particulars & other sources of Income
13. Assigning C G E G Insurance amount
14. Consent for recovery of Balance amount outstanding if any out of D C R G / Leave salary
15. Requisition letter