Check List / Requirements to process the Loan

|  |  |  |  |
| --- | --- | --- | --- |
| Home Loans | | | |
|  | Salaried | Self Employed | NRI |
| KYC | PAN | PAN | PAN |
|  | Aadhaar | Aadhaar | Aadhaar |
|  | Job ID | MSME / Udayam Aadhaar | Job ID |
|  | Appointment Order -CTC | SSI | Appointment Order |
|  | Photos Each 5 | Photos Each 5 | Photos Each 5 |
|  | House Tax Receipt | House Tax Receipt | House Tax Receipt |
|  |  | Professional Certificates | Passport Copy |
|  |  | GST | Valid Visa Copy |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| BANK | Salary Account 1 Year | Business Account 1 Year | Salary Account 1 Year |
|  | SB/CA Accounts 1 Year | SB/CA Accounts 1 Year | NRO Account 1 Year |
|  |  |  |  |
| If Any Existing  Loans |  |  |  |
| Sanction Letter of All Loans | Sanction Letter of All Loans | Sanction Letter of All Loans |
|  | Loan Track from day one | Loan Track from day one | Loan Track from day one |
|  | List of Documents | List of Documents | List of Documents |
|  |  |  |  |
| INCOME | Salary Slip – 6 Months |  | Salary Slip – 6 Months |
|  | Form 16 – 3 years | Form 16 A– 3 years | Form 16 – 3 years |
|  | Form 26 AS – 3 Years | Form 26 AS – 3 Years | Form 26 AS – 3 Years |
|  | IT Full Set – 3 Years | IT Full Set – 3 Years | IT Full Set – 3 Years |
|  | IT Consolidation Report | IT Consolidation Report | IT Consolidation Report |
|  | IT Status Report | IT Status Report | IT Status Report |
|  | Rental Agreements – If Any | Rental Agreements – If Any | Rental Agreements – If Any |
|  |  |  |  |
| PROPERTY | Sale Agreement | Sale Agreement | Sale Agreement |
|  | Construction Agreement | Construction Agreement | Construction Agreement |
|  | Actual / Approval Plan | Actual / Approval Plan | Actual / Approval Plan |
|  | Layout Plan | Layout Plan | Layout Plan |
|  | Estimation | Estimation | Estimation |
| 30Yrs | All Property linked Documents | All Property linked Documents | All Property linked Documents |
|  | EC |  |  |
|  |  |  |  |
| If Partnership Firm | | Partnership Deed, Any Registration Certificates, Net Worth Statement of Individuals | |
| If Pvt Ltd | | MOU, AOU, DIN, ROC Details, Net Worth Statement of Individuals | |
| If Trust | | Trust Deed, Article of Trust, Trustee Details, Net Worth Statement of Individuals | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Home Loans | | Commercial Loans | Business Loans | MSME Loans |
| Salaried | Self Employed |  |  |  |
|  |  |  |  |  |