

**Documents Required for Sanction of
House Construction Loan / House Building Advance (HBA)/Flat Purchase**

Necessary Documents

1. Sale Deed
2. Possession Certificate
3. Khatha Certificate and Khatha Extract
4. Encumbrance Certificate for 13 Years
5. Up to Date tax paid receipt
6. Estimation
7. Approved Building Plan
8. Building License
9. Assigning C G E G Insurance amount
10. Deposit of Title Deed (For loan Amount)
11. EC in Bank Name
12. Fire Insurance on completion of the construction & Personal Accident Insurance
13. Consent for recovery of Balance amount outstanding if any out of D C R G / Leave salary
14. Requisition letter
15. HBA Application Form
16. Salary Certificate with deduction particulars & other sources of Income
17. 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.
18. Indemnity Bond
19. Completion Certificates