



CORPORATION BANK
(A GOVT. OF INDIA ENTERPRISE)
HEAD OFFICE : MANGALORE

CORP HOME
APPLICATION CUM APPRAISAL
(May be used for Corp Site Purchase loan also)

1. Please fill all the columns in the application invariably & no columns shall be left blank. If any information is not applicable mark as NA.
2. Wherever space is not sufficient, separate sheet may be used.
3. Corporation Bank reserves the right to reject any application.
4. Please tick () whichever is applicable.
5. Applicant should submit duly filled application along with all relevant documents.

Affix recent
pass port size
Photograph
of Applicant
with signature

Affix recent
pass port size
Photograph
of Co-applicant
with signature

To:

The Branch Manager,

..... **Branch**

Dear Sir,

I/We hereby apply for a housing loan of Rs..... (Rupees..... only).

To enable you to consider my/our application for loan, I/we furnish the following details.

PERSONAL DETAILS		
	APPLICANT	CO-APPLICANT
01. NAME IN FULL	Mr/Ms.....	Mr/Ms..... Relationship with applicant.....
02 FATHER'S/HUSBAND'S NAME	MR.....	MR.....
03. DATE OF BIRTH		
04. GENDER	MALE : [] FEMALE: []	MALE: [] FEMALE: []
05. MARITAL STATUS	SINGLE [] MARRIED [] DIVORCEE []	SINGLE [] MARRIED [] DIVORCEE []
06. No. OF DEPENDENTS	CHILDREN..... OTHERS.....	CHILDREN..... OTHERS.....
07. RELIGION		
08. EDU. QUALIFICATION	GRADUATE [] POST GRADUATE [] OTHERS []	GRADUATE [] POST GRADUATE [] OTHERS []
IF PROFESSIONAL	DOCTOR [] CA [] ENGINEER [] MBA [] OTHERS (SPECIFY) []	DOCTOR [] CA [] ENGINEER [] MBA [] OTHERS (SPECIFY) []
09. A. STATUS B. CATEGORY	RESIDENT [] NRI [] PIO [] SC [] ST [] OBC [] OTHERS []	RESIDENT [] NRI [] PIO [] SC [] ST [] OBC [] OTHERS []
10. PAN NO	No.....ISSUED BY.....	No.....ISSUED BY.....
11. PASSPORT NUMBER	No.....ISSUED BY..... VALID TILL.....	No.....ISSUED BY..... VALID TILL.....
12. VOTER ID NUMBER		
13. DRIVING LICENCE NO.		
14. RESIDENTIAL ADDRESS CITY:.....PIN : PHONE : MOBILE: EMAIL:..... OWNED [] RENTED [] EMPLOYER'S [] PERIOD OF STAY YEARS. CITY:.....PIN : PHONE : MOBILE: EMAIL:..... OWNED [] RENTED [] EMPLOYER'S [] PERIOD OF STAY..... YEARS.
15. PERMANENT ADDRESS. CITY:.....PIN : PHONE : MOBILE: CITY:.....PIN : PHONE : MOBILE:
16. OCCUPATION	EMPLOYED [] PROFESSIONAL [] BUSINESS [] SELF EMPLOYED [] AGRICULTURE & ALLIED ACTIVITIES [] OTHERS (SPECIFY) []	EMPLOYED [] PROFESSIONAL [] BUSINESS [] SELF EMPLOYED [] AGRICULTURE & ALLIED ACTIVITIES [] OTHERS (SPECIFY) []
17. NET WORTH	Rs.	Rs.

Note : Full details to be furnished in the Statements of Assets and Liabilities by the applicant & co-applicant/s.

EMPLOYMENT DETAILS		
	APPLICANT	CO -APPLICANT
01. EMPLOYER NAME		
02. EMPLOYER TYPE	Central [] State [] PSU [] Others []	Central [] State [] PSU [] Others []
03. EMPLOYER ADDRESS: (Mention the address of the Office presently you are based at) CITY:.....PIN :..... State :..... Office Phone No..... Ext No..... Email..... CITY:.....PIN :..... State:..... Office Phone No..... Ext No..... Email.....
04. WORKING SINCE	Date:	Date:
05. WHETHER THE JOB IS TRANSFERABLE	YES : [] NO: [] If yes: With in State [] All India []	YES : [] NO: [] If yes: With in State [] All India []
06. REMAINING SERVICEYearsYears.
07. DESIGNATION & DEPARTMENT	Designation: Department:	Designation: Department:
08. DETAILS OF PREVIOUS EMPLOYMENT IF ANY (Please mention name of the employer, no of years of service et c.)
09. INCOME DETAILS	APPLICANT	CO-APPLICANT
1. Gross Salary 2. Other income (specify:) 3. Total Income (1+2) 4. Statutory Deductions (PF+Tax+SSS,etc) 5. Other Deductions (LIC direct payment etc) 6. Net Income (Enclose Income Proof)	Rs..... Rs..... Rs..... Rs..... Rs..... Rs.....	Rs..... Rs..... Rs..... Rs..... Rs..... Rs.....

DETAILS IN CASE APPLICANT /CO-APPLICANT IS SELF EMPLOYED / PROFESSIONAL /BUSINESSMAN PROPRIETORSHIP / FIRM /COMPANY/ HUF/ INSTITUTION /TRUST /ETC					
1. BUSINESS NAME					
2. DATE OF ESTABLISHMENT					
3. NATURE OF CONSTITUTION	Self employed [] Professional [] Institution [] Trust [] HUF [] Proprietorship [] Partnership [] Company [] Others []				
4. NATURE OF BUSINESS /PROFESSION					
5. BUSINESS ADDRESS Phone: Mobile Fax: Email:				
6. REGISTRATION NUMBER					
7. SALES TAX NO /VAT NO					
8. PAN NUMBER					
9. BUSINESS PERFORMANCE FOR THE LAST 3 YEARS (Enclose the proof)	(Amount in lacs)				
	Years	Turnover	Gross Income /Profit	Net income/ Profit	
	First				
	Second				
Third					
10. PARTICULARS OF PROPRIETOR /PARTNERS / DIRECTORS /TRUSTEES/ ETC					
Name & Address	Age	Qualification	Net Worth	Net Income	Phone No.
A.					
B.					
C.					
D.					

Note : Full details to be furnished in the Statements of Assets and Liabilities separately by the proprietor/partners/directors etc.

ADDITIONAL INFORMATION FOR ALL CATEGORY OF BORROWERS

PRESENT BANKERS	APPLICANT	CO -APPLICANT
NAME OF THE BANK/S & BRANCH		
DEALING WITH SINCE		
CREDIT FACILITIES ENJOYED, IF ANY.	A/C NO. LIMIT (in lacs) Bal.O/S(in lacs) EMI(Rs)	A/C NO. LIMIT (in lacs) Bal.O/S(in lacs) EMI(Rs)

Whether any relative is working in our Bank?	[] Yes [] No. If yes, his/her details:	[] Yes [] No. If yes, his/her details:
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OTHER INFORMATION	APPLICANT	CO APPLICANT
Saving habits	No Savings [] PPF/NSC/Pension fund [] Bank Deposit/Mutual fund/others []	No Savings [] PPF/NSC/Pension fund [] Bank Deposit/Mutual fund/others []
Borrowing history	Loans / Credit Cards [] Credit Card only [] No loans /Credit Cards []	Loans / Credit Cards [] Credit Card only [] No loans /Credit Cards []
Family Medical History	Critical illness in family [] No illness [] No Critical illness require regular treatment []	Critical illness in family [] No illness [] No Critical illness require regular treatment []
Method of repayment	Post dated cheques [] Salary deduction [] Standing instructions []	Post dated cheques [] Salary deduction [] Standing instructions []
Projected Income	Stable Income[] Irregular/varying Income[] Decline in Income [] No much variation []	Stable Income [] Irregular/varying Income [] Decline in Income [] No much variation []
Two references (To be provided by the borrower)	Name:.....Phone:..... How do you know..... Know since.....	Name:.....Phone:..... How do you know..... Know since.....
	Name:.....Phone:..... How do you know..... Know since.....	Name:.....Phone:..... How do you know..... Know since.....

ADDITIONAL DETAILS IN CASE OF NON RESIDENT INDIAN (NRI)

PASSPORT /VISA DETAILS	APPLICANT	CO-APPLICANT
VISA VALID UP TO		
VISA PARTICULARS		
PASSPORT NUMBER		
PASSPORT ISSUED BY		
DATE OF ISSUE & EXPIRY	Issued on: Exp on:	Issued on: Exp on:
OVERSEAS ADDRESS

DETAILS OF EMPLOYMENT CONTRACT

CONTRACT VALID UP TO		
BALANCE PERIOD OF CONTRACT		
TERMS OF CONTRACT		
NATURE OF EMPLOYMENT		
PROVISION FOR RENEWAL	Yes : () No: ()	Yes : () No: ()
RENEWAL DETAILS		
WORK PERMIT NO OR LABOUR CARD NO		
DATE OF ISSUE		
ISSUING AUTHORITY		
VALID UP TO		
TERMS OF PERMIT OR LABOUR CARD		

LIST OF COPIES OF DOCUMENTS TO BE SUBMITTED					
VISA	Yes []	No []	EMPLOYMENT CONTRACT	Yes []	No []
PASSPORT	Yes []	No []	Salary slip for the last 3 months	Yes []	No []
IDENTITY CARD	Yes []	No []	One year NRE bank account Pass Sheet	Yes []	No []
WORK PERMIT	Yes []	No []	Receipt for advance payment if any	Yes []	No []
Declaration to the effect that the proposed house /flat will be used for self occupation only, on return to India and not for any other purpose.				Yes []	No []
Declaration to the effect that margin money to be paid by remittances from abroad through normal banking channels or out of funds in the borrower's NRE/FCNR/NRO account in India.				Yes []	No []
Declaration: Where NRI - applicant is a principal borrower, with resident close relative as co applicant/ guarantor or where land is owned jointly by NRI borrower with the resident close relative, margin money and repayment of loan instalment /interest is to be paid by NRI borrower.				Yes []	No []

PURPOSE OF LOAN	Construction [] Purchase [] Purchase of Site & construction of house [] Foreclosure/takeover from other Banks/ FIs / Employer [] Repair /Renovation/Extension []
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PROJECT COST	OWN CONTRIBUTION (MARGIN)	LOAN AMOUNT
Rs.	Rs.	Rs.

TYPE OF INTEREST SOUGHT		REPAYMENT PERIOD	REPAYMENT HOLIDAY
Floating []	Fixed [] Years/MonthsMonths

Full address /location of the property (Survey No/ Door No/ Flat No/House No/ Road , Village, Taluk, District, State) Prominent land mark/s if any.
NAME & ADDRESS OF THE SELLER /BUILDER/ OR CO-OP HOUSING SOCIETY Phone..... Mobile.....Email.....

PROPERTY PROFILE	Location	Metro [] Urban [] Semi Urban [] Rural []
	Ownership	Single [] Joint []
	Is the land	Freehold [] Leasehold [] Un expired lease periodyears
	Age of the house /flat: Years (for ready built house/flat only)	

PROPOSED LOAN SOUGHT IS FOR PURCHASE/ CONSTRUCTION OF	First house [] Second house [] Third OR..... house(indicate number) [] First floor [] Second floor [] Third OR..... floor (indicate number) []
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Particulars of Permission /Licence/ Plan Approval obtained from the Competent Authority.	
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DETAILS OF PROJECT COST			
(A) FOR CONSTRUCTION		(C) FOR REPAIR /RENOVATION/EXTENSION	
Purchase price of land	Rs.....	Original value of Land & Building.	Rs.....
Add:		Proposed cost of repair/renovation extension etc.	Rs.....
Stamp duty Registration charges	Rs.....	Age of the buildingYears.
Add:		Built up area of extensionsq.ft.
Estimated Cost of construction	Rs.....	Whether the building was originally constructed as per approved plan ?	Yes [] No []
Project cost (Total of above)	Rs.....	(enclose a copy of original approved plan)	
Total area of Land	Particulars of repair/renovation/ extension /improvement etc.
Proposed built up area (in sq. ft.)	(Briefly furnish the details)
Cost per sq.ft.
Stage of Construction
To be considered only in case loan is for purchase of land/site and construction of house thereon .			

(B) FOR PURCHASE OF FLAT /READY BUILT HOUSE (Including where building is under Construction)		(D) FOR TAKE OVER/ FORE-CLOSURE FROM OTHER BANK/ INSTITUTION / EMPLOYER	
Purchase price (Agreement Value)	Rs.....	Date of availing the loan
Add:		Amount of loan/s availed	Rs.....
Stamp Duty +Registration Charges	Rs.....	Balance outstanding as on date	Rs.....
Cost of the project	Rs.....	Original repayment period (Including repayment holiday period) Years/Months
Advance payment made if any	Rs.....	Monthly instalments payable	Rs.....
Stage of construction (Enclose Engineer's Certificate)	Whether the account is regular	Yes [] No []
Whether dwelling unit is booked?	Yes [] No []	If No, the amount of over due	Rs.....
Date of Booking	Amount to be paid to the other Bank/ Financial Institution (if taken over by our Bank)	Rs.....
Built up area of the Unit		
Likely date of completion		
If the building is completed, Particulars of completion certificate/ Occupancy certificate issued if any	Whether certificate from the Bank /Financial Institution from whom the loan is being taken over is enclosed.	Yes [] No []
		In case building is under construction Stage of construction (Enclose Engineer's Certificate)

I/We declare that all the particulars and information furnished above are true, correct and complete and they shall form the basis of any credit decision to be taken by the Bank. I/We have not ever been adjudicated insolvent nor any insolvency proceedings are pending against me/us. I/ We further understand that the loan is at the sole discretion of the Bank. I/We confirm that the funds shall be used for the stated purpose only and shall not be used for speculative/anti-social purposes. I/We authorize Corporation Bank to conduct such checks as it considers necessary in its sole discretion and also to authorize the Bank to release such information or any other information in its records to any agency for the purpose of credit appraisal/sharing or for any other purposes.

Place:

Date:

Signature of the Applicant

Signature of the Co- applicant/s

PARTICULARS OF GUARANTOR	
NAME IN FULL	Mr/Ms :
FATHER'S / HUSBANDS NAME	Mr/Ms:
DATE OF BIRTH & GENDER	DOB: MALE : [] FEMALE: []
MARITAL STATUS	SINGLE [] MARRIED [] DIVORCEE [] RELIGION :
EDU. QUALIFICATION	Graduate [] Post Graduate [] Others (specify)..... []
IF PROFESSIONAL	Doctor [] CA [] Engineer [] MBA [] Others (specify).....[]
PAN No	No: Issued by.....
PASSPORT NUMBER	No: Issued by..... Valid till:.....
VOTER CARD NUMBER	
DRIVING LICENCE NO	
RESIDENTIAL ADDRESS	PRESENT
	PERMANENT
 CITY:..... .PIN Phone :.....Mobile:..... Email :.....
OFFICE ADDRESS. CITY:..... .PIN : Phone : Mobile: Email:.....
OCCUPATION	Employed [] Professional [] Business [] Self employed [] Agriculture & Allied activities [] Others (Specify) []
NET WORTH & INCOME	Net Worth: Rs. Net Annual Income: Rs. (Furnish proof of income such as salary slip/F-16/ IT return etc)
	Statement of Assets & Liabilities should be submitted as per Bank's format.

PRESENT BANKERS	
NAME OF THE PRESENT BANK/S & BRANCH	
DEALING WITH SINCE	
CREDIT FACILITIES ENJOYED, IF ANY.	A/C NO. LIMIT (in lacs) Bal.O/S(in lacs) EMI(Rs)

I declare that all the particulars and information furnished above are true, correct and complete to the best of my knowledge & belief. Further I declare that I am not a close relative of the borrower/s.

I hereby agree to stand as guarantor toloan (nature of facility)
 for Rs.....(Rupees.....only)
 sought by Mr/Ms.....

Affix recent pass port size photograph of the Guarantor with signature
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Place :
 Date :

Signature of the Guarantor

CHECK LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION

Please mark [] the documents that are produced

PART - A : Common Documents		Yes	No
1	Address Proof & Age Proof of applicant/s and guarantor/s (Voter Identification Card, Passport, SSC Certificate or PAN - Card, Ration Card, Driving licence etc)		
2	Two Passport size photographs of the Applicant , Co -applicant and Guarantor.		
3	Net-worth Statements - Details of Assets and Liabilities of Borrower / Guarantor [Format available in the Branch] duly certified by the Chartered Accountant where the loan amount is for Rs.25 lakhs and above.		
4	Documents of title in case of own property and/ or all the link documents evidencing Seller's title in case of purchase of property, i.e. Sale Deed and earlier title deeds copies.		
5	Up to date encumbrance certificate for the past 13 years.		
6	Latest property Tax-paid receipts.		
7	Legal Opinion on title to property from Bank's approved advocate to be obtained through the branch.		
8	Wherever applicant/s are having Savings/Current /Loan accounts with other Bank/s, account statement for the last one year.		
PART - B : Property based data / information			
For Purchase of Ready-built House / Flat:		Yes	No
1	Copy of Approved Plan and Building Licence		
2	Valuation report from approved Civil Engineer to be obtained through the Branch.		
3	Proof of advance payment, if any.		
4	(a) Agreement for sale between applicant and the seller of house property – containing terms of payment. (b) For flats the Agreement for sale is for the sale of undivided interest in the land and right to construct flat thereof. (c) Where the flats are under construction and possession is not immediate, Tripartite Agreement between - Builder/Promoter, Buyer [Applicant] and the Bank has to be entered. Builder's consent letter to this effect to be produced.		
5	Copy of Occupancy Certificate issued by the local authority.		
For House Construction & Extension:		Yes	No
1	Copy of approved plan / licence for construction		
2	Estimate report from Civil Engineer/ Architect		
3	For the additional construction proposed to an existing old structure, certificate to be obtained from Bank's approved valuer in respect of the value of the property and also future / residual life of the building.		
4	Local authority's permission for additional construction.		
For Repairs & Renovations :		Yes	No
1	Details of repairs and renovation as estimated by the Civil Engineer/ Architect		

For Take over of Loans :		Yes	No
1	Confidential opinion from other banks showing status of the account, copy of the sanction, copy of pass book/Statement of account.		
2	In case the building is under construction, loan account statement.		
PART - C : Applicant based data / information			
For Salaried Persons:		Yes	No
1	Salary slip/ Certificate (showing particulars of deductions for other loans, if any) for 3 months		
2	Latest Income Tax Assessment Order / Return / Tax paid Receipt, if any		
For Professionals :		Yes	No
1	Copies of Balance Sheet and Income Statement for the past three years duly certified by Chartered Accountant		
2	IT returns and/or Assessment order for past 3 years.		
3	Statement of account for the last 6 months from the existing banker.		
For Agriculturists :		Yes	No

1	Income Certificate issued by the Revenue Authority / any other Competent Authority		
For Businessmen :		Yes	No
1	Copies of Balance Sheet and Profit & Loss account for the past three years.		
2	Latest Sales Tax Assessment order and Tax paid receipt in case the applicant is a Sales Tax Assessee.		
3	IT returns and/or Assessment order and tax paid receipt for past 3 years, if any.		
4	Statement of account for the last 6 months from the existing banker.		
PART – D : General		Yes	No
1	Statement of Loan account - where the proposal is for take-over of an existing Housing Loan from another Bank or Financial Institution.		
2	Statement of account for the last 6 months from the existing banker.		
3	Where applicant is non-account holder, Post Dated Cheques towards EMIs to be given on loan sanction.		
4	Whether the applicant is interested in life cover under Corp Jeevan Griha Raksha Scheme. If Yes, submit separate prescribed application.		
<p>NOTE: The checklist is only indicative. The Check List is intended to help the housing loan applicants to become aware of basic requirements, which will enable the Bank to process the application quickly. The bank reserves the right to accept or reject any application, without assigning any reasons. Neither the Bank nor any of its officials is liable for any delay and/or lapse on part of any third party.</p>			

APPRAISAL NOTE

(This Appraisal Note may be used for Corp Site Purchase loan also)

Name of the Branch:.....

	NAME IN FULL	Age	Net Worth	Net Income
Applicant	Mr/Ms.....		Rs.	Rs.
Co -Applicant	Mr/Ms.....		Rs.	Rs.
Guarantor	Mr/Ms.....		Rs.	Rs.

STATUS	Resident [] NRI [] PIO []	CATEGORY	SC [] ST [] OBC [] Others []	MINORITY	Yes [] No []
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PURPOSE OF LOAN	Construction []	Purchase []	Purchase of site & construction of house []
	Foreclosure/takeover from other Banks/ FIs / Employer []	Repair /Renovation/extension []	

LOAN DETAILS				
Project Cost	Margin	Loan Amount	Rate of Interest	
Rs.	Rs.	Rs.	Fixed [%]	Floating [%]
EMI :Rs.	Repayment Period :..... . years/months (Inclusive of repayment holiday ofmonths)			

DETAILS OF SECURITIES OFFERED		VALUE
PRIMARY		Rs.
COLLATERALS, IF ANY		Rs.

Applicant/s is/are dealing with the branch since	
Operations in the account / other dealings with the branch	Good [] Satisfactory [] Average []

TECHNICAL EVALUATION					
1	Full address /location of the property (Survey No/ Door No/ Flat No/House No/ Road, Village, Taluk, District, State) Prominent land mark/s if any.				
2	Area /Extent of Land	Total Area	Built up Area	Cost per Sq.Ft.	
				Rs.	
3	Name & Address of the Seller / Builder OR Co -operative Housing Society.				
4	Stage of Construction of building /flat				
	Likely date of completion of construction				
5	Name of the valuer & Valuation Details	Age of the property	Balance life of property	Date of valuation	Value Rs.
	Mr/Ms.				

LEGAL EVALUATION		
1	Name of the Lawyer :Mr/Ms.	
2	Whether he is in Bank's Panel	Yes [] No []
3	Date of legal scrutiny report	
4	Whether legal opinion is scrutinized through check list?	Yes [] No []
5	Whether applicant has clear & marketable title	Yes [] No []
6	Whether valid mortgage can be created in favour of Bank	Yes [] No []
7	Any other conditions stipulated by the lawyer & compliance of the same:	

IF THE PROPERTY IS ALREADY MORTGAGED TO THE BANK FOR OTHER CREDIT FACILITIES				
Nature of facility	Limit/ Balance	Value of the property	Prescribed margin	Un encumbered value

FINANCIAL EVALUATION		
A	Purchase price of land/site OR house /flat	Rs.
B	Stamp duty	Rs.
C	Registration Charges	Rs.
D	Other Costs if any (Specify)	Rs.
E	Cost of Construction/repair/renovation/extension/improvement	Rs.
F	Out standing liability in the existing bank (only in case of take over of loan)	Rs.
G	Total Project cost (Total of A to F as applicable)	Rs.
H	Borrower's contribution from his own sources	Rs.
I	Loan to be availed from the Bank (G -- H)	Rs.

COMPUTATION OF INCOME (Monthly)		(Amount in Rupees)	Applicant	Co Applicant/s
1	Income (as per Salary slip/IT returns/Balance Sheet/Revenue Certificate etc,)			
2	50% of (rent saving & OR future rent)..... + Income Tax savings.....			
3	Depreciation /cash accruals / if any, OR any other regular & verifiable income.			
4	Gross Total Income (1+2+3)			
5	Statutory /compulsory deductions (Income Tax/Prof Tax/PF/SSS/LIC direct payment etc)			
6	Net Income (4 - 5)			
7	50% OR 60% OR 70% OR% of net income (item no 6) as the case may be			
8	Deductions (EMI / Notional interest if any) towards existing loans.			
9	Net income available for repayment of proposed housing loan (item no. 7- 8)			

COMPUTATION OF ELIGIBLE LOAN AMOUNT & EMI		Rupees
A	Maximum permissible loan amount under the scheme, based on the location of the property	
B	Loan amount based on Project cost : Project cost :Rs. Less : Prescribed Margin :Rs.	
C	Loan amount sought by the applicant	
D	Loan amount as per repayment capacity of the applicant/co applicant/s:	
1	Net monthly income of applicant/co applicant/s available for repayment of proposed housing loan as arrived at item No (9) in computation of income :Rs.....	
2	EMI factor for Rs.1 lakhs for the repayment period (excluding initial repayment holiday) for prescribed % of interest :Rs.....	
3	Eligible loan amount (is arrived at by dividing net income available (D.1) by EMI factor (D.2) (Since EMI factor is for Rs.1 lakh, loan amount will be in multiples of Rupees Lakhs only)
E	PERMISSIBLE LOAN AMOUNT (Lowest amount from A, B, C , D above) (Note: Permissible loan amount is inclusive of premium on Corp Griha Suraksha, if any)	
F	EMI for proposed loan (EMI factor (D.2) X Permissible loan (E, in lakhs up to two decimals) X.....	
G	Repayment Schedule : Initial repayment holidaymonths + EMI payment period.....years/months.	
H	Interest debited during repayment holiday period will be recovered as & when debited	[]
	Interest debited during repayment holiday period will be added to the principle to fix EMI	[]

DETAILS OF DEVIATIONS PERMITTED BY THE COMPETENT AUTHORITY			
Sanctioning Authority	Sanction Reference	Date of Sanction	Nature of Deviations permitted
Concession extended under Festival offer/Campaign, OR under Group Concession (Furnish Cir No/ Sanction reference etc)			

Please enclose sanction letter.

We have appraised the loan proposal as per the scheme guidelines, applicable as on date, and after due compliance of check list for appraisal of housing loan annexed herewith.

We recommend for sanction of loan under Corp Home as per the terms & conditions mentioned above .

Date:

Officer /Credit Officer

Submitted to the Branch Manager for Sanction:

Orders of Branch Manager:

- Sanctioned housing loan of Rs.(Rs.....only.)
as recommended above.
- Not Sanctioned/ Rejected for the reason:.....
- Submitted to Zonal Manager/Retail Hub with recommendation for sanction of the poposal as per the terms & conditions mentioned herein.

Date:

Branch Manager

CHECK LIST FOR APPRAISAL OF HOUSING LOAN UNDER CORP HOME SCHEME		YES	NO	NA
1	Age of the applicant/ co applicant/s is between 18 and 60 years. If NO, deviation sanction reference No:			
2	All the joint owners/co- owners of the property are close relatives & have joined as co applicant/s. If NO, deviation sanction reference No:			
3	Where property is owned by spouse/parents who has no income, they have joined as co applicant/s.			
4	Wherever third party guarantee is not obtained, co obligation of spouse has been obtained. If NO, deviation sanction reference No:			
5	In addition to the Spouse, maximum of one co applicant is obtained for arriving at repayment capacity. If NO, deviation sanction reference No:			
6	Only close relatives (father, mother, spouse, son,) are taken as co applicant/s. If NO, deviation sanction reference No:			
7	Third party guarantee obtained if any, is other than Father, mother, spouse, son, daughter, sister. If NO, deviation sanction reference No:			
8	Loan amount sanctioned is within the prescribed limit , based on location of the property. If NO, deviation sanction reference No:			
9	If Applicant/co applicant/s are employed, they are confirmed & have 2 years of aggregate service. If NO, deviation sanction reference No:			
10	Whether regular & verifiable income only considered for repayment capacity.			
11	Whether valid income proof as per extant guidelines is obtained ?			
12	In case of IT assessee, whether he is regular in filing IT returns.			
13	Projected income is not considered for arriving at repayment capacity. If NO, deviation sanction reference No:			
14	EMI/Notional interest as % to net income: EMI/Notional interest of existing & proposed loan together shall not exceed: 50% of net income/take home salary, where net annual income is upto Rs.3 lakhs. 60% of net income/take home salary, where net annual income is above Rs.3 lakhs & upto Rs.10 lakhs 70% of net income/take home salary, where net annual income is above Rs.10 lakhs. If No, deviation sanction reference No:			
15	In case Income Tax saving is considered for repayment capacity, whether the main applicant is an IT assessee & eligible for such relief?			
16	For salaried class, repayment period should not go beyond retirement age. If NO, deviation sanction reference No:			
17	For other than salaried class, repayment period should not exceed 70 years of age. If NO, deviation sanction reference No:			
18	Maximum of three housing loans may be sanctioned (excluding purchase/repair/renovation etc). If NO, deviation sanction reference No:			
19	Whether additional rate of interest is charged if the loan is for second/subsequent houses /beyond 2 nd floor If NO, deviation sanction reference :			
20	Whether prescribed margin on project cost is maintained ? If NO, deviation sanction reference:			
21	Whether applicable processing charges are collected ? If NO, deviation sanction reference:			
22	Whether the property to be mortgaged is situated with in the command area of the branch? If NO, deviation sanction reference:			
23	In case of take over of loan, whether in principle clearance from ZO is obtained?			

24	In case of take over, repayment period is not exceeding leftover repayment period of transferor bank/balance life of the building.			
25	In case of take over of loan, age of the property shall not exceed 25 years. If NO, deviation sanction reference No:			
26	Where loan is for purchase of property age of the property is not more than 30 years. If NO, deviation sanction reference No:			
27	If, age of the property is more than 20 years, maximum repayment period is 15 years.			
28	In case of ready built house/flat, repayment period does not exceed balance life of the building.			
29	Where loan is for purchase of site/land & construction of house thereon, cost of land shall not exceed 60% of project cost. If NO, deviation sanction reference No:			
30	Where loan is for purchase of site/land & construction of house thereon, loan component for site purchase shall not exceed prescribed limit , depending upon location of the property. If NO, deviation sanction reference No:			
31	Loan for repair/renovation shall not be given within 12 months of availing first loan, if the property is less than 5 years old. If NO, deviation sanction reference No:			
32	Cost of permanent Fixture such as Wardrobe, wooden fittings/ racks & Italian Kitchen etc., may be included in the project cost. If yes, cost of such items shall not exceed 10% of the loan amount sanctioned ,subject to the maximum of Rs.2 lakhs. Whether these guidelines are complied with?			
33	Loan for repair/renovation should not exceed maximum permissible limit under the scheme. If NO, deviation sanction reference No:			
34	Repayment period in loan for repair/renovation should not exceed prescribed period. If NO, deviation sanction reference No:			
35	In case of loan for repair/renovation, value of the property shall be 2 times of loan amount.			
36	Loan sanctioned for repair/renovation should be aggregated with main housing loan for the purpose of computing rate of interest.			
37	Whether proposed loan is within the delegated lending powers of branch manager?			
38	In case the loan is against pari pasu charge, value of the mortgaged property shall be 150% of aggregate loan amount/liabilities.			
39	Loan against pari pasu charge shall be sanctioned by Zonal Office only.			
40	Loan is not against second charge on the property.			
41	Whether confidential opinion from existing banker is obtained? If Yes, whether the report is Satisfactory [] Good [] Negative []			
42	Whether due diligence/ Pre-Sanction visit is done by the branch /Outside agency ? Observation: Positive [] Negative []			
43	Undertaking letter to credit the salary of the applicant /Co-applicant to his SB A/c in our Branch to be obtained.			
44	Undertaking letter from the applicant's/Co-applicant's employer to remit the EMI directly to the Bank to be obtained.			
45	Post dated cheques /ECS mandate towards payment of EMI of the loan to be obtained from the applicant/co-applicant/s.			