



LAKSHMI VILAS BANK

(Regd & Admn. Office : Salem Road, Kathapara P.O., KARUR - 639 006)

_____ Branch

APPLICATION FOR STAFF HOUSING LOAN

To
The CM./AGM/DGM
The Lakshmi Vilas Bank Ltd.
REGIONAL OFFICE, MADURAI

USUAL / SPECIAL

| | | |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Name of the Employee (in Block letters) _____ | Staff No. _____ P.F. A/c. No. _____ | Designation _____ |
| Branch (now working) _____ | Age _____ Years | Date of birth _____ Date of retirement _____ |
| Date of Joining the Bank (as probationer) _____ | Date of confirmation _____ | |
| <u>PERMANENT ADDRESS</u> _____ _____ _____ | <u>Particulars of loan availed under PFC</u> a) For purchase of site Rs. _____ b) For construction Rs. _____ c) House Property situated _____ at (place) | |
| Particulars of Special staff housing loan availed, if any : | a) Date of sanction : _____ b) Present outstanding Rs. _____ c) Availed at (branch) _____ | |

The following details should be furnished in case the spouse of the staff member is employed :-

- a) Name of the spouse : _____
 b) Name of the Institution : _____
 c) Place & address where he / she is working : _____
 d) Details of housing loan availed, if any i) For purchase of site Rs. _____
 ii) For construction Rs. _____
 iii) House Property situated at _____

Details of site / house property already owned / hereditary / self earned in the name of the staff member / spouse / minor children :

| In the name of | Property situated at | Self earned / hereditary / by availing loan from other financial institutions |
|----------------|----------------------|-------------------------------------------------------------------------------|
| a) | | |
| b) | | |
| c) | | |

I hereby apply for a loan of Rs. _____ (Rupees _____) only

under the staff housing loan scheme for the following purpose.

I. For purchase of a site and to construct a dwelling house thereon :

a) For purchase of site :

- i) Cost of the site : Rs. _____
- ii) Area of the site : _____ sq. ft.
- iii) a) Whether the site is approved one ? : Yes / No
b) If No, Whether "No objection Certificate" from the planning Authority has been obtained for making house construction on the above site.
- iv) Vendor's name & address : _____

b) For Constructing a house :

- i) Cost of construction : Rs. _____
- ii) Built in area (Proposed) : _____ sq. ft.

II) To construct a house on the site already owned in the name of the staff member / Spouse of the employee :

- i) Site stands in the name of : _____
- ii) Cost of construction : Rs. _____ Built in area (Proposed) _____ Sq. Ft.

III) For outright purchase of ready built house :

- i) a) Agreement price : Rs. _____
(as per Engineer's valuation certificate obtained from
Sri _____ of _____ (place)
b) Age of the building _____ (in years)
c) Life expectancy of the building (in years) : _____
- ii) Vendor's name & address : _____

IV. For Liquidation of the housing loan availed in the name of the staff member at other financial institution :

- i) Name of the Institution : _____
- ii) Amount availed : Rs. _____
- iii) Balance outstanding as on _____ Rs. _____
(enclose the certificate obtained from the institution)

V. Specify the source of funds to meet the balance cost over and above the eligible staff housing loan :

- a) Total estimate cost / Purchase price : Rs. _____
(in case of construction) (in case of outright purchase)
- b) Source : i) From P.F. Non-refundable advance : Rs. _____
ii) From _____ : Rs. _____
(specify the source)

VI. List of documents to be submitted (original & xerox copy)

** The Staff members are requested to submit the following list of documents in original along with one xerox copy of the same for availing staff housing loan against the purposes mentioned above. Additional details are mentioned in our Cir. No. PER/MAIN/Cir. No. 11/90-91 dated 27.7.90 for further clarification in this regard.

1. Application for housing loan
2. Title deeds of the property along with parent documents
3. Patta in the name of the employee / spouse
4. Encumbrance Certificate for 25 years
5. Engineer's detailed abstract estimate for the proposed construction
6. a. Blue print plan of the proposed construction duly approved by the Competent Authority.
b. In case of outright purchase, the Blue print plan duly approved by the Competent Authority.
7. Proceedings of the Competent Authority who have approved the Blue print plan.
8. Legal Opinion (as per format) obtained from our Bank's approved Lawyer.
9. Sale Agreement.
10. Proposed sale deed duly approved by the Bank's approved Lawyer.
11. Engineer's valuation Certificate with life expectancy of the building, along with a declaration stating that he has personally inspected the house property.
12. Latest House Tax receipt for the house property.
13. Latest Land Tax receipt.
14. Lay out plan duly approved by the Competent Authority.
15. Allotment Order issued by the Housing Board / Co-op. Housing Society.
16. " No objection Certificate" from Housing Board / co-operative Housing society and such other institutions for creating the Mortgage in favour of the Bank along with a declaration to the effect that the original documents will be returned to the vendor / staff member on liquidation of the loan amount.
17. In case of purchase of Flat, a declaration letter from the builder as per our cir. No. PER/MAIN/36/90-91 Dt. 01.03.1991.
18. No due Certificate from Housing Board / Co-operative Housing Society / LIC, if the loan availed previously is cleared.
19. A Certificate obtained from the concerned Housing Board / Co-operative Housing Society / LIC reflecting the list of documents lodged with them as well as the balance amount due from the staff member concerned.
20. Latest Pay Slip copy.
21. Any other documents / papers when ever required by the Bank.
22. Undertaking letter from the spouse that she is in continuous service with present employer for a minimum period of 3 years and should submit spouse's Form No.16A for the last 3 years
23. Irrevocable undertaking letter from the employee whose remaining period of service is less than 15 years that authorizing the bank to adjust the balance outstanding in SHL / LHL at the time of retirement out of the 50% of the terminal benefits in considering the SHL / LHL taking into account the terminal benefits.

VII. All the documents noted against each category should be submitted without fail :-

a) For Purchase of site and construction of dwelling house there on :

- 1, 2, 3, 4, 8, 9, 10, 13, 14, 20 & 21 for site.
- 3, 5, 6a, 7, 8, 20 & 21 for construction

b) For construction only :- 1 to 8, 20 & 21

c) For outright purchase / liquidation :-

- i) Outright purchase :- 1, 2, 4, 6b, 8, 9, 10, 11, 12, 20 & 21 and also 17 in case of Flat purchase.
- ii) Liquidation :- 1, 2, 3, 4, 6b, 11, 12, 16, 19, 20 & 21

DECLARATION TO BE SIGNED BY THE APPLICANT

I affirm that each of the statements given by me is true and made with the knowledge that you will rely thereon.

I have the required cash to meet the excess cost of construction / purchase over the loan amount.

I hereby declare that neither I nor my spouse / children own any house / flat in the place where that the house / Flat now proposed to be constructed / purchased.

I agree to abide by the terms and conditions of the staff housing loan scheme laid down by the Bank now and then or with the changes made thereto from time to time.

Date :

SIGNATURE

FOR USE AT THE BRANCH

We certify that all the particulars mentioned in this application are correct to the best of our knowledge and the application is in conformity with the Bank's staff housing loan scheme.

The legal opinion is obtained from our Bank's approved lawyer Shri.....

The Property is situated nearer to our branch.

Our Branch is notified centre for lodgement of title deeds / is not notified centre and we recommend our branch for lodgement of title deeds since it is a notified centre.

Date :

BRANCH MANAGER