

Home Loan Document Checklist

A practical preparation checklist for documents commonly requested during a home-loan application. Tick the items relevant to your applicant profile and property type.

Important: Document requirements vary between lenders, locations, applicant profiles and property types. This is a preparation checklist - always confirm the final list with your lender.

1. Applicant / KYC

- ☐ Completed loan application and photographs, where required.
- ☐ Identity and address documents accepted by the lender.
- ☐ PAN / applicable tax-identification document.
- ☐ Date-of-birth / age proof, where separately required.
- ☐ Co-applicant / guarantor KYC documents, where applicable.

2. Salaried Applicant - Income

- ☐ Recent salary slips.
- ☐ Salary-account / Bank Statements for the period required by the lender.
- ☐ Form 16 and/or Income-tax Return documents, as required.
- ☐ Employment / appointment / service-related proof, where required.
- ☐ Details of existing loans and EMIs.

3. Business / Self employed / Professional

- ☐ Income-tax returns for the period required by the lender.
- ☐ Balance Sheet and Profit & Loss Account, where applicable.
- ☐ Bank Statements of Business / profession.
- ☐ Business registration / constitution / professional proof, as applicable.
- ☐ GST / tax / other financial documents, where applicable.

4. Own Contribution / Financials

- ☐ Proof of funds for margin / down payment.
- ☐ Bank Statements showing own contribution already paid, if any.
- ☐ Receipts for payments made to seller / builder, where applicable.
- ☐ Details of existing loans, liabilities and recurring commitments.
- ☐ Source-of-funds documents if specifically requested by the lender.

5. House Property - Common Papers

- ☐ Sale agreement between buyer (you) and seller.
- ☐ All connected papers relating to the property, as may be requested by the Bank and its empanelled advocate.

Copies and originals: The Bank may initially ask for copies of property papers, while its empanelled advocate may require the originals for verification. After the loan is sanctioned but before disbursement, the original property papers required for creation of the Bank's security / mortgage are generally submitted to the Bank, subject to the lender's procedure and the nature of the transaction.

Property-specific Documents

In addition to the common House Property papers, use the section relevant to the property being financed. The exact papers can vary by lender, property, location and transaction.

6. Ready-built / New Property

- ☐ Agreement for Sale / allotment / booking documents, as applicable.
- ☐ Builder / developer demand letter and payment schedule, where applicable.
- ☐ Approved building / layout plan and permissions, where applicable.
- ☐ Completion / occupancy-related document, where applicable.
- ☐ Property tax / municipal records or other property papers requested by the Bank / empanelled advocate.

7. Resale Property

- ☐ Agreement for Sale / draft sale deed, as applicable.
- ☐ Previous title / conveyance / sale deeds forming the title chain.
- ☐ Seller's ownership documents.
- ☐ Property tax receipts / municipal records, where applicable.
- ☐ Society / association / authority papers or NOC, where applicable.

8. Under-construction Property

- ☐ Allotment / booking / buyer agreement.
- ☐ Builder demand letters and construction-linked payment schedule.
- ☐ Project / building approvals requested by the lender.
- ☐ Receipts for instalments / own contribution already paid.
- ☐ Stage / construction-related papers where required for disbursement.

9. Plot / Plot + Construction

- ☐ Plot allotment / sale / title documents.
- ☐ Approved layout and land-use / development approvals, where applicable.
- ☐ Construction plan / estimate, if construction is also financed.
- ☐ Approvals / permissions required for proposed construction.
- ☐ Construction schedule and own-contribution evidence, where required.

10. Before Documentation / Disbursement

- ☐ Original property papers identified by the Bank / empanelled advocate for legal verification and creation of security / mortgage.
- ☐ Legal Opinion / NEC / valuation-related requirements completed through the lender's process, as applicable.
- ☐ Insurance-related papers only where applicable to the loan / property and chosen arrangement.
- ☐ Sanction letter and Key Facts Statement reviewed before acceptance.
- ☐ Copies / scans retained by you of important documents submitted or executed.

BankBodh Tip: Keep separate folders for applicant/KYC, income and property papers. For originals handed over to the Bank, keep copies and a clear record / acknowledgement of what was submitted.

This checklist is general guidance and is not a substitute for the lender's current document list or professional legal review of a property.