# **Home Loan Documents**

For home loan approval, you need to submit the following documents for applicant / all co-applicants along with the  
completed and signed home loan application form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Sr.No. | Document Name | Identity Proof | Address Proof |
| A | 1 | Mandatory Documents |  |  |
|  |  | PAN Card or Form 60 (If the customer does not have a PAN Card) |  |  |
| B |  | Description of Officially Valid Documents (OVD) that can be accepted for establishing the legal name & current address of Individuals [Any one of the following documents can be submitted] |  |  |
|  | 1 | Passport, the validity of which has not expired. | True | True |
|  | 2 | Driving license which has not expired. | True | True |
|  | 3 | Election /Voters identification card | True | True |
|  | 4 | Job card issued by NREGA duly signed by the officer of the State Government | True | True |
|  | 5 | Letter issued by the National Population Register containing details of name, address. | True | True |
|  | 6 | Proof of possession of Aadhaar Number (to be obtained voluntarily) | True | True |

### **Proof of Income**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document** | **Salaried** | **Self Employed Professional** | **Self Employed Non Professional** |
| Last 3 months' Salary Slips | True | False | False |
| Last 6 months' Bank Statements, showing salary credits | True | False | False |
| Latest Form-16 and IT returns | True | False | False |
| Income Tax Returns along with computation of income for at least the last 2 Assessment Years (of both the individual and the business entity and attested by a CA) | False | True | True |
| At least last 2 years’ Balance Sheet and Profit & Loss A/c Statements, with Annexures / Schedules (of both the individual and the business entity and attested by a CA) | False | True | True |
| Last 12 months' Current A/c Statements of the business entity and Savings Account Statements of the individual | False | True | True |

**For Purchase of a New Home** :-

Copy of the Allotment Letter / Buyer Agreement

Receipt/(s) of payment/(s) made to the developer

**For Purchase of a Resale Home**

Title Deeds including previous chain of the property documents

Receipt/(s) of initial payment/(s) made to the seller

Copy of the agreement to sell (if already executed)

Export to Sheets

**For Constructing a Home on a N.A. Plot**

Title Deeds of the Plot

Proof of no encumbrances on the property

Copy of the plans, approved by the Local Authorities

Construction estimate by an Architect / Civil engineer

**Other Documents for Home Loan**

|  |  |  |  |
| --- | --- | --- | --- |
| Document | Salaried | Self Employed Professional | Self Employed Non Professional |
| Own Contribution Proof | ✓ | ✓ | ✓ |
| Employment Contract / Appointment Letter in case current employment is less than year old | ✓ | ✓ | ✓ |
| Last 6 months' Bank Statements showing repayment of any ongoing loans | ✓ | ✓ | ✓ |
| Passport size photograph of all the applicants / co-applicants to be affixed on the Application form and signed across. | ✓ | ✓ | ✓ |
| Cheque for processing fee favouring HDFC Bank. | ✓ | ✓ | ✓ |
| Business Profile |  | ✓ | ✓ |
| Latest Form 26 AS |  | ✓ | ✓ |
| List of Directors and Shareholders with their individual shareholding certified by a CA / CS in case of the business entity being a company |  | ✓ | ✓ |
| Memorandum and Articles of Association of the Company |  | ✓ | ✓ |
| Partnership deed in case of the business entity being a partnership firm |  | ✓ | ✓ |
| Details of ongoing loans of the individual and the business entity including the outstanding amount, instalments, security, purpose, balance loan term, etc. |  | ✓ | ✓ |

# **Step-by-Step Guide to the Home Loan Application Process**

Embark on a hassle-free journey with HDFC Bank's simple home loan process. Our step-by-step guide ensures a seamless experience right from application to disbursement.

## **Home Loan Process steps**

HDFC Bank's home loan process is easy and convenient. Here is a step-by-step guide to the home loan application and disbursement process.

## **Step 1: Application of the Home Loan**

For a smooth home loan process, you must submit a duly filled application along with important documents such as identity proof, address proof, income proof, etc. If you are applying with a co-applicant, you must submit the same set of documents of the co-applicant, and they must sign the application form too.

If you have already short-listed a property, you must provide the details in the form and submit photocopies of the property-related documents for legal and technical assessment. This will make your Home loan process much easier.

You can also apply online for a HDFC Bank Home Loans by visiting [www.hdfc.com](http://www.hdfc.com/) You can even call us on our toll-free number, and our counsellor will visit your home and assist you through the home loan process steps.

## **Step 2: Credit Assessment**

After you submit the form and the documents, the appraisal process begins. The Bank evaluates your eligibility based on specific information relating to your income, liabilities, credit score, repayment capacity. Other important factors include your age, qualification, number of dependants, your co applicant’s income (if any), assets & liabilities, savings history and the stability & continuity of occupation.

If you are self-employed, in addition to the above information, we also assess the sustainability of business, and the cash flow.

At this stage of the home loan process, the Bank conducts a field credit investigation, wherein our representative may call you, or visit your home/office, to validate the information you provide in the application form.

Based on our assessment, we will determine your loan eligibility.

## **Step 3: Home Loan Sanction**

After determining your loan eligibility we will communicate the loan amount through a sanction letter. The sanction letter will contain the following details:

Total sanctioned loan amount

Home loan interest rate

Type of interest rate applicable (fixed or floating interest rate)

Loan tenure

EMI (as applicable) payable

Validity of the sanction letter

Special conditions (If any) to be fulfilled before disbursement

Other terms and conditions

This loan approval is subject to legal and technical clearance of the property being financed , including valuation of the property as assessed by HDFC Bank ltd

## **Step 4: Legal & Technical Verification**

For smooth legal and technical assessment of the property it is advisable to submit all the available documents at one go. These include the complete chain of title documents (in case of a resale property), sale agreement with the builder, NOC (no-objection certificate), OC (occupancy certificate), and any other document that the Bank may require to verify. We will also carry out a technical inspection of the property to check if the property is constructed as per the sanctioned plans and other applicable norms and to assess the market value.

## **Step 5: Home Loan Disbursement**

After carrying out credit, legal and technical verification, we would require you to submit the original title documents to complete the home loan process. Once you submit the said documents and raise a disbursement request, we will initiate the process of preparing your disbursement cheque. You will need to sign the loan agreement before the lender hands over the disbursement cheque to you. Make sure that you read the most important details such as interest rate, interest type, loan tenure, EMI, and other terms and conditions carefully before signing the loan agreement.

If the property you want to purchase is under construction, we will disburse the sanctioned amount in instalments to the developer based on the progress of construction.