Customer NameDate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit/Flat No. Submitted by (Customer/Broker/Internal)

Project Name(Bank Loan Case/Self Funding)

Booking ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No. & Email ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Following Documents must be Adhere by the Customer for Swapping/Transfer**

1. **Affidavit**:Format should be printed on Rs. 100/-stamp paper along with the needed details and the same has to be notarized. **(Yes/No)**
2. Stamp Paper should be bought in the name of 1st applicant. **(Yes/No)**
3. All the pages of Affidavit should be duly signed by all the applicants. **(Yes/No)**
4. Photographs of all the applicants need to be pasted on 1st page of affidavit and self attested. **(Yes/No)**
5. Written request Letter from the customer **(Yes/No)**
6. Copy of PAN Card of all the applicants and has to be self attested. **(Yes/No)**
7. Address proof of all the applicants (Voter ID/Passport Copy/Electricity or Mobile Bill/Driving License). **(Yes/No)**
8. Broker NOC. **(Yes/No)**
9. All the original documents (Allotment Letter, Receipts). **(Yes/No)**
10. All the details in affidavit and undertaking should be typed/printed. **(Yes/No)**
11. Bank NOC (In case of Loan).  **(Yes/No/N.A)**
12. Loan closer letter (In Case of Loan closer). **(Yes/No/N.A)**
13. Sanction Letter of increased amount/ Buyer(if loan) **(Yes/No/N.A)**
14. New Booking form filled & signature of all the applicant **(Yes/No/N.A)**

**Remarks (If any) :- ( For Office Use only)**

**CRM NOTE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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