

Change Request Form (CRF): Change of Address

To,
The Manager,
PNB Housing Finance Ltd.,

Dear Sir/ Madam,

Sub: Change of correspondence address.

Ref: Loan Account Number _____ in the name of _____

I/We request you to effect the changes of address and contact details (numbers and e-mail ID) maintained as per your records. Please maintain the following as my/our correspondence address for the purpose of all documents/ correspondence pertaining to the aforesaid loan account(s).

Details	Present Address as per PNBHFL records	New address to be updated on PNBHFL records
*Flat Number/ House Number, Name of the building		
*Street		
*Area/ Sector		
*Nearest Landmark		
*City		
*State		
*Pin code		
*STD code		
* Telephone number		
*Mobile number		
Fax number (if applicable)		
E-mail ID		

*Mandatory information to be filled up in BLOCK letters.

I/ We hereby state that the information provided herein above are correct and complete in all respects. I/We also understand that the information provided hereinabove is subject to verification, if so considered desirable by PNBHFL.

Date: ____/____/20____

Place: _____

Signature of the primary borrower: _____

Enclosure: Address Proof Name - _____

-----**FOR OFFICIAL USE**-----

Dear Sir/Madam,

We confirm having verified the documents / copies of the documents evidencing the changes to be updated in the records as have been submitted by the borrower for the purpose of change of address/ contact details. The said changes may be incorporated/ updated in PNBHFL records.

Name of the verifying officer:

Signature of the verifying officer

Employee Id:

Date:

Important information for customer:

- a) Please mention the complete 10 digit Loan Account Number.
- b) The address change would not be effected in case of incomplete details or where the mandatory information including PIN codes have not been stated or where the signature does not match with PNBHFL records.
- c) The TAT for change of address is 7-10 working days approximately.
- d) Documentary evidence in respect of the changed address needs to be mandatorily provided in the absence of which the change shall not be carried out in PNBHFL records.