

Loan Application Form



Instructions

1	Please write all the information in BLOCK LETTERS.
2	Please do not overwrite nor use correction fluid. If required, please cancel and rewrite with due authentication.
3	Tick the box wherever applicable.
4	All details must be filled in, please write NA if not applicable.
5	Please add another application form if there is more than one co-applicant for the loan.
6	Please ensure that all the documents are self-attested by you.
7	Please take photocopies of all the documents that are submitted to PNB Housing Finance Ltd. for your personal record.

LOAN DOCUMENTS CHECKLIST

Salaried Employees

Duly filled Application Form with Photograph
Age Proof (PAN Card, Passport or any other Certificate from Statutory Authority)
Residence Proof (Passport, Driving License, Telephone Bill, Ration Card, Election Card or any other Certificate from Statutory Authority)
Educational Qualification Proof (Latest Degree)
Latest Salary Slips for last 3 months
Form 16 for last 2 years
Last 6 months Bank Statements (Salary Account)
Processing Fee Cheque in favour of 'PNB Housing Finance Ltd.'
Photocopy of Title Documents of the Property, Approved Plan

Self Employed/Professionals

Duly filled Application Form with Photograph
Age Proof (PAN Card, Passport or any other Certificate from Statutory Authority)
Residence Proof (Passport, Driving License, Telephone Bill, Ration Card, Election Card or any other Certificate from Statutory Authority)
Educational Qualification Proof - Latest Degree (for Professionals)
Certificate & Proof of business existence along with Business Profile
Last 3 years Income Tax returns (Self & Business) with Profit & Loss Account & Balance Sheets duly certified/audited by a Chartered Accountant
Last 12 months Bank Account Statements (Self & Business)
Processing Fee Cheque in favour of 'PNB Housing Finance Ltd.'
Photocopy of Title Documents of the Property, Approved Plan

All documents have to be self-attested.

FAQ's

1. What is the process of applying for a Home Loan?

Step 1: Submit your loan application along with required set of documents. **Step 2:** Your application would be assessed on the basis of various eligibility and funding norms. **Step 3:** A property valuation and title check may be carried out by the company/representative to determine the property value and legal clearance of the property to arrive at the loan amount. **Step 4:** Basis the internal and regulatory guidelines, PNB Housing may approve or reject the loan application. **Step 5:** Submission of the original property documents takes place along with signing of agreements, handing over of registered property papers and submission of Post Dated Cheques/ECS. **Step 6:** Upon finding all the documents in order, PNB Housing will disburse the loan amount basis the progress of construction to the developer/contractor. The EMI/Pre-EMI will commence after the disbursement.

2. Am I eligible for a Home Loan?

You are eligible for a loan if you are a Salaried, Self Employed Professional or a Businessman. Your loan eligibility will be determined by PNB Housing on the basis of factors such as income, age, qualifications, number of dependents, co-applicant's income, assets, liabilities, stability and continuity of occupation, savings and prior credit history. Further, the loan eligibility will also be dependent on the value of property selected by you.

3. What percentage of property value can be funded?

We can fund upto 90% of the property value in case of Home Loan and upto 60% in case of Loan Against Property. However, PNB Housing funding norms may change from time to time.

4. I purchased a property 3 months back; can I get a Home Loan refinance?

Yes, you can avail re-finance at applicable Home Loan rates within 6 months from the date of property purchase.

5. What is EMI and pre-EMI?

Your loan is repaid through Equated Monthly Instalments, which include principal and interest component. EMI repayment starts from the subsequent month of full loan disbursement, while pre-EMI is the simple interest, payable every month till the time loan is fully disbursed.

6. In case of change of Floating Rate of Interest, will my EMI or Tenure change?

Keeping the borrower's interest in consideration, EMI is kept unchanged till a point. In exceptional situations, the EMI is changed to support the principal repayment within a time frame.

7. What security do I need to provide?

The prime security for the loan is by way of deposit of title deeds and/or such other collateral security as may be necessary. The title of the property should be clear, marketable and free from any encumbrances.

8. Can I prepay my Home Loan? Are there any charges applicable?

Yes, an individual borrower can prepay their loan without any prepayment charges any time during the loan tenure if the same is under Floating Rate scheme. For loan under other schemes, prepayment charges may be applicable, please refer to the schedule of charges under "Fair Practice Code" section on our website, www.pnbhousing.com.

9. What does Fixed Rate of Interest mean?

PNB Housing offers a pure Fixed Rate of Interest from the day of first disbursement for a fixed period; thereafter residual loan amount automatically moves to a Floating Rate of Interest which prevails at that time.

10. How do I get my Income Tax Certificate?

You can download the Income Tax Certificate anytime by login on to 'Customer Portal' through our website – www.pnbhousing.com. However, we also send Income Tax Statement to all our customers at the end of each financial year.

11. Can I view my loan account details online?

Yes, you can view your loan account details online by login on to <https://customerservice.pnbhousing.com/myportal/> and register yourself in order to enjoy hassle free, online post disbursement loan services.

12. How do I replenish exhausted PDCs?

- i. Kindly submit the Post Dated Cheques to your nearest PNB Housing branch before the EMI due date to avoid any late payment charges.
- ii. Repayment of loan is preferred through ECS.

13. Does the property need to be insured?

Customer should ensure that the property is insured against uncertainties like earthquake, fire or any damage and destruction due to natural and man-made calamities, during the tenure of the loan.

Fair Practice Code is available for reference in
all our branches and also on our website: www.pnbhousing.com

Acknowledgement

We confirm having received the upfront processing fee cheque of ₹ _____, favouring 'PNB Housing Finance Ltd.'

via Cheque/Draft no. _____ drawn on _____

Please note we do not accept processing fee in cash

Sales Representative _____ Phone _____

Service Branch _____ Email _____

Signature _____

2. Employment Details		Applicant		Co-Applicant	
2.1	Occupation	<input type="checkbox"/> Salaried	<input type="checkbox"/> Self Employed	<input type="checkbox"/> Salaried	<input type="checkbox"/> Self Employed
2.2	Designation				
2.3	Employment No.				
2.4	Name Address of Employer/ Business Concern	_____ _____ _____ Pin <input type="text"/>		_____ _____ _____ Pin <input type="text"/>	
2.5	Office Phone with STD Code Extn. No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
2.6	Official Email Id				
2.7	Total Years in Present Occupation	_____ Years		_____ Years	
2.8	Total Work Experience	_____ Years		_____ Years	
2.9	Retirement Age	_____ Years		_____ Years	
2.10	Total Monthly Income	₹ _____		₹ _____	
	Other Income	₹ _____		₹ _____	
	Total	₹ _____		₹ _____	
2.11	Monthly Expenses	₹ _____		₹ _____	
2.12	I can pay Monthly EMI upto	₹ _____		₹ _____	

3. Loan Details	
Amount Requested ₹ _____	Loan Period _____ Years
Do you want PMAY subsidy benefit : Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please fill up the PMAY affidavit attached along with this form	
Type of Home Loan : Floating <input type="checkbox"/> Fixed (Years) 2 <input type="checkbox"/> 3 <input type="checkbox"/> Other <input type="checkbox"/> Please specify _____	
Purpose of Loan : Plot Purchase <input type="checkbox"/> House Purchase <input type="checkbox"/> Construction <input type="checkbox"/> Plot + Construction <input type="checkbox"/> Commercial Property Purchase <input type="checkbox"/>	
Loan Against Residential Property <input type="checkbox"/> Loan Against Commercial Property <input type="checkbox"/> Loan Against Plot <input type="checkbox"/> Lease Rental Discounting <input type="checkbox"/> Top Up <input type="checkbox"/> Other _____	
Balance Transfer of Existing Loan Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, Outstanding Loan Amount ₹ _____	Name of Financial Institution _____ Running Since _____
In case of Lease Rental Discounting, please provide	
Address of property given on Lease _____	
Name of Lessee(s) _____	
Details of Lease : Area _____ Rent per sq. ft. _____ Gross/Net Rent (₹) _____	
Preferred Date 1) Loan Sanction <input type="text"/>	2) Loan Disbursement <input type="text"/>
Requirement of Funds (Not applicable for LAP)	
Total Purchase Price ₹ _____	Loan required from PNBHFL ₹ _____
Construction Cost ₹ _____	Amount already spent ₹ _____
Other Cost ₹ _____	Saving from Bank/Investment ₹ _____
Total ₹ _____	Total ₹ _____
If NRI, please provide Power of Attorney details	
POA Name _____	Landline No. _____
Address _____	Mobile No. _____
_____	Email _____
_____	Relation with POA _____
If Company is Applicant/Co-Applicant, please provide	
Company's Registration No./CIN _____	Date of Incorporation _____
Company's PAN _____	

4. Financial Information

Saving/Investment			Loan Taken				
Particulars	Applicant	Co-Applicant	Source of Loan	Purpose of Loan	O/S Amount	EMI	Balance Term (Months)
Saving in Bank			Applicant Bank I _____ Bank II _____ Employer _____ Other _____	_____	_____	_____	_____
Immovable Property				_____	_____	_____	_____
Other Assets (specify)				_____	_____	_____	_____
1.	_____	_____	Co-Applicant Bank I _____ Bank II _____ Employer _____ Other _____	_____	_____	_____	_____
2.	_____	_____		_____	_____	_____	_____
3.	_____	_____		_____	_____	_____	_____

5. GST Details

	Applicant	Co-Applicant
GST Identification Number	<input type="text"/>	<input type="text"/>
To be considered for Invoice Generation (Tick any 1 box)	<input type="checkbox"/>	<input type="checkbox"/>

6. Bank Account Details

Name of Account Holder	A/c Type	Bank Name	Branch Name	A/c No.

7. Details of Property (Offered as Security)

Address	Status of Property	Type of Property	Type of Transaction
_____	Ready <input type="checkbox"/>	Flat <input type="checkbox"/>	Direct Allotment <input type="checkbox"/>
_____	Proposed <input type="checkbox"/>	Independent unit <input type="checkbox"/>	Resale <input type="checkbox"/>
_____	Under Construction <input type="checkbox"/>	House <input type="checkbox"/>	
City Pin Code <input type="text"/>	Freehold <input type="checkbox"/> Leasehold <input type="checkbox"/>	Other/Land <input type="checkbox"/>	

7.1 Estimated Market Value _____

Rural

Urban

7.2. Details of Property (Offered as Security) will be in the name of

i. _____ ii. _____

7.3 Has/Have the applicant(s) or spouse of applicant(s) earlier applied to PNB Housing for loan?

Yes

No

If yes, please provide details _____

7.4 Have you taken the loan before?

Yes

No

If yes, please specify _____

8. Reference: (Name & Address of two references not related to you)

1. Name	2. Name
Relation	Relation
Address	Address
Landline	Landline
Mobile	Mobile
Email	Email

9. Preferred Address for Communication

Present Residential Address	<input type="checkbox"/>	Permanent Address	<input type="checkbox"/>
Office Address	<input type="checkbox"/>	Property Address (to be Financed)	<input type="checkbox"/>

How did you come to know about PNB Housing?

<input type="checkbox"/> Existing Customer of PNB Housing	<input type="checkbox"/> Friend/Relative	<input type="checkbox"/> Builder
<input type="checkbox"/> Service Associate	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Other

If other, please specify

DECLARATION:

I/We apply for sanction of loan duly secured by the mortgage of the immovable property or such other securities as may be required by PNB Housing Finance Limited ("PNBHFL").
 I/We declare and confirm: 1. That all the particulars and information given in the application form are true, correct and complete and updated in all respects, I/We have read & understood the said contents which have also been explained to us/me in vernacular; 2. That no material & relevant information to this application has been withheld/concealed; 3. That no insolvency or bankruptcy proceedings have been initiated against me/us nor have I/we ever been adjudicated insolvent; 4. That there has never been an award or an adverse judgement or decree in a court case involving breach of contract, tax malfeasance or other serious misconduct which shall adversely affect my/our ability to repay the loan; 5. I/We have never been a defaulter with PNB Housing or any other financial institution; 6. That if any discrepancy is found or observed from the information given above and the documents produced in support thereof, PNB Housing shall have the sole discretion to cancel the sanction at any stage and recall the loan if already disbursed, in such an event, the processing fee shall be liable to be forfeited; 7. PNB Housing shall be under no obligation to refund the registration/upfront/processing/any other fee in any event; 8. I/We undertake to inform PNB Housing regarding any change in respect of the above information submitted including change in address, income and telephone numbers etc.; 9. To pay processing charges as applicable and charged by PNB Housing; 10. Having read and understood the terms and conditions relating to Housing Finance Scheme and hereby agree to be bound by the said terms and conditions or by the revised additional terms and conditions which may at any time hereinafter be made while the loan availed by me/us is still outstanding; 11. I/we agree that PNBHFL reserves the right to charge different PNBHFR based on the category of customers their risk profile and product type on such reset date and reset frequency as decided by PNBHFL; 12. I/We authorize PNB Housing or its agent/service provider to carry out CIBIL/other bureau enquiries/reports, share customer data, make references and carry out any other third party vendor checks/verifications relating to information in this application form which PNB Housing considers necessary; 13. I/We shall indemnify PNB Housing against any loss or damage (which PNB Housing may suffer) as a result of any action / claim raised by such institutions or any third party for making reference, conducting investigations and/or making disclosures in terms of the preceding clause; 14. PNB Housing reserves the right to reject the loan application without assigning any reason at its sole discretion; 15. I/We permit PNB Housing to contact me/us with respect to the products and services being offered by PNB Housing or by any other person (s) and further allow PNB Housing to cross sell the other products and services offered by such other person (s).

Applicant's Signature

Date :

Place :

Co-Applicant's Signature

Date :

Place :

For Office Use Only

Sourced by (Tick ✓ as applicable)	<input type="checkbox"/> DSA	<input type="checkbox"/> DST	<input type="checkbox"/> Direct
Channel Name _____	Channel Code _____	Connector Name _____	Connector Code _____
DMA/Connector GST State _____			
TL Name _____	TL Code _____	SM Name _____	SM Code _____
Login Fee ₹ _____	Bank Name _____	Cheque No. _____	Date _____
Lead source	<input type="checkbox"/> Contact Centre	<input type="checkbox"/> Other	File No. _____

PMAY Credit Linked Subsidy Scheme

Declaration cum Affidavit

This letter ("the Letter") is executed on the day and the place as mentioned in the Schedule I by the Borrower*, the details whereof are provided under the Schedule I attached hereto in favour of PNB Housing Finance Limited, a company incorporated under the provisions of the Companies Act, 1956 and having its registered office at 9th Floor, Antriksh Bhawan, 22 Kasturba Gandhi Marg, New Delhi ("PNBHFL").

1. At the request of the Borrower, PNBHFL has sanctioned a home loan ("the Loan") for an amount ("the Loan Amount") as set out under the Schedule I hereto subject to terms, conditions and covenants as stated in Loan Documents executed by and between the Borrower and PNBHFL and sanction letter. The details of the loan account ("the Loan Account") for the Loan are set out under the Schedule I hereto.
2. As part of sanction conditions principal amount of the Loan together with all Interest, compound interest, liquidated damages, costs, charges and expenses and all other money(ies) whatsoever due and payable by the Borrower shall be secured by the mortgage of certain Security, the details whereof are provided under the Loan Documents, in favour of PNBHFL by way of first exclusive registered charge.
3. The Borrower has represented to PNBHFL that it is eligible to avail the benefits under the "the Credit Linked Subsidy" ("the Scheme") which forms a part of "Pradhan Mantri Awas Yojana" notified and taken out by the Ministry of Housing and Urban Poverty Alleviation, Government of India under notification number 11026/06/2014-PPG/FTS-11733 dated June 26, 2015. The term Scheme shall mean all the prospective and/or retrospective amendments and modifications made thereto from time to time by Ministry of Housing and Urban Poverty Alleviation, Government of India or any other competent authority.
4. Based on the said representation PNBHFL has agreed to include the Loan Account of the Borrower in the pool of the customers for availing the interest subsidy/subvention under the Scheme.
5. Further as a precondition for applying under the Scheme, PNBHFL requires the Borrower to provide certain declarations which the Borrower has agreed to provide and which are appearing hereunder.
6. The Borrower hereby declares, undertakes, agrees and confirms as under:
 - A. The Borrower is eligible to avail the benefits under the Scheme as:
 - i. The Borrower falls and qualifies under the Economically Weaker Sections ("EWS")/Lower Income Group ("LIG")/Medium Income Group I (MIG I)/Medium Income Group II (MIG II) category as per the Scheme, as the case may be and having annual household income as mentioned in the Schedule I and such number of family members as mentioned in Schedule II;
 - ii. The tenure of the Loan of the Borrower is within the prescribed number of years as mentioned in the Schedule I for LIG, EWS, MIG I and MIG II as the case may be;
 - iii. The Property being purchased is up to such area as prescribed under the Scheme and as mentioned under the Schedule I for LIG, EWS, MIG I and MIG II categories as the case may be;
 - iv. The Borrower confirms to all the features of the Scheme as notified by the Ministry of Housing and Urban Poverty Alleviation, Government of India or any other competent authority as modified and amended from time to time.
 - B. The Borrower has not availed any benefit under "the Slum Redevelopment Scheme", "Affordable Housing in Partnership with Public and Private Sectors", "Subsidy for Beneficiary- led Individual House Construction" under Pradhan Mantri Awas Yojana taken out by the Ministry of Housing and Urban Poverty Alleviation, Government of India.
 - C. In case the Borrower has availed Loan for the under/new construction, renovation, incremental housing, the Borrower shall complete such construction, renovation within a period of 36 months from the date of the first disbursement of the Loan. In the event the benefit of subsidy is passed on to the Borrower based on the foregoing representation, the Borrower shall refund such benefit to PNBHFL forthwith on it's the failure to complete the construction and/or the renovation within the represented time.
 - D. The Borrower undertakes to pay the processing fee under as determined by PNBHFL along with expenses in the event the loan provided to the Borrower does not qualify for subsidy under the Scheme.
 - E. In the event the Borrower is found eligible under Scheme by National Housing Bank for interest subvention/subsidy, such subsidy/benefit shall be adjusted against the principal amount under the Loan and the Borrower shall be liable to pay the revised EMI as mandated by PNBHFL in its sole discretion post making the said adjustment. The Borrower understands that no cash out benefit shall be given to him under any circumstances.
 - F. The Borrower agrees to repay the Loan on the repayment terms contained under the Loan Documents in the event the Borrower is not found eligible for the interest subvention/subsidy by the National Housing Bank or as mandated by PNBHFL in its sole discretion. In such an event any benefit given under the Scheme, if any, shall be reversed and PNBHFL shall be entitled to debit the account of the Borrower to the extent of the benefit provided under the Scheme.
 - G. The Borrower declares that he has been explained the nuances of availing Loan under the fixed/floating rate of interest.
 - H. That the Borrower undertakes to indemnify and keep PNBHFL indemnified against all and in every manner against losses whether direct or indirect, expenses, claims, damages etc. that might arise and occasion to PNBHFL on account of the aforesaid declaration being false and/or as a result of the breach of the aforesaid undertaking.
 - I. This Letter shall form an integral part of the Loan Documents and shall constitute as one of the Loan Documents. Save and except as provided hereinabove, all the terms and conditions forming part of the Loan Documents shall continue to be applicable and binding on the Borrower.
 - J. The capitalized terms herein shall have the meaning assign to it under this Letter. The capitalized term used herein but not defined shall have the meaning assigned to it under the Loan Documents and under General Terms & Conditions ("GTC") are registered with the office of Sub-Registrar VII at Delhi/New Delhi, on December 09, 2016 having Registration Number 979 in Book no 4, Vol. No. 1614 on Page Number 57 to 103 and at the office of Sub- Registrar at Karnal, Haryana on December 04, 2014 as Document Number 9326 under Book I, Vol. No. 534 at Page Number 82.

Schedule I

Tick whichever is applicable	Category	Annual Household Income (INR)*	Carpet Area (Square Meters)	Maximum Tenure of Subsidy (Years)
	EWS	0 to 3,00,000/-	Upto 30	20
	LIG	3,00,001/- to 6,00,000/-	Upto 60	20
	MIG-I	6,00,001/- to 12,00,000/-	Upto 120	20
	MIG -II	12,00,001/- to 18,00,000/-	Upto 150	20
Date				
Place				
Loan Amount				
Loan Account Number				

*Annual Household Income shall mean income of not more than six family members which shall include self, spouse, unmarried son/daughter (above 18 years of age), the details whereof are provided here in below.

Schedule II

S.No.	Name of Family Member	Relationship	Annual Household Income (In Lacs)	Age	Marital Status (Married/Unmarried)	Aadhaar Number
1						
2						
3						
4						
5						
6						
Total Annual Household Income (In Lacs) _____						

Yours sincerely,

S.No.	Name	Signature

*The expression "Borrower" shall include their legal heirs, representatives, successors, executors, administrators and permitted assigns.

2. Employment Details		Co-Applicant	
2.1	Occupation	<input type="checkbox"/> Salaried	<input type="checkbox"/> Self Employed
2.2	Designation		
2.3	Employment No.		
2.4	Name Address of Employer/ Business Concern	_____ _____ _____ Pin <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
2.5	Office Phone with STD code Extn. No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
2.6	Official Email Id		
2.7	Total Years in Present Occupation	_____ Years	
2.8	Total Work Experience	_____ Years	
2.9	Retirement Age	_____ Years	
2.1	Total Monthly Income	₹ _____	
	Other Income	₹ _____	
	Total	₹ _____	
2.11	Monthly Expenses	₹ _____	

3. Financial Information		Loan Taken					
Particulars	Co-Applicant	Co-Applicant	Source of Loan	Purpose of Loan	O/S Amount	EMI	Balance Term (Months)
Saving in Bank			Co-Applicant Bank I Bank II Employer Other	_____	_____	_____	_____
Immovable Property				_____	_____	_____	_____
Other Assets (specify)				_____	_____	_____	_____
1.	_____	_____	Co-Applicant Bank I Bank II Employer Other	_____	_____	_____	_____
2.	_____	_____		_____	_____	_____	_____
3.	_____	_____		_____	_____	_____	_____

4. Bank Account Details				
Name of Account Holder	A/c Type	Bank Name	Branch Name	A/c No.

DECLARATION:
I declare and confirm that all the particulars and information given in the application form are true, correct and complete and updated in all respects. I have read & understood the said contents which have also been explained to me in vernacular.

Co-Applicant's Signature
Date :
Place :

Co-Applicant's Signature
Date :
Place :