

APPLICATION FORM

Address:

Date:

The Chief / Branch Manager,
State Bank of India,
Dear Sir,

HOUSING SCHEME FOR GRANTING INDIVIDUAL LOANS TO THE STAFF

I hereby apply for a Term Loan of Rs. * (Rupees _____ Only) in terms of the captioned Housing Scheme for purchase of land for Construction/ renovation/ extension of house/ apartment/ flat/tenement in my own name / name of my spouse for the bona fide use of myself and my family members; details of which are furnished in the attached Statement.

I undertake to abide strictly by all the terms and conditions stipulated by the Bank and any modifications thereto made hereafter from time to time. All other rules and regulations of the Bank applicable to the aforesaid Scheme will be observed by me and the instructions issued by the Bank from time to time will be adhered to by me. I am fully aware that any breach of the terms and conditions stipulated by the Bank or any mis-utilisation of the amount of the loan will constitute a gross misconduct and shall render myself liable for disciplinary action as per service rules governing my service with the Bank. I also declare that I am in a position to pay my share of an estimated amount Rs _____ (Rupees Only) towards the cost of construction/ acquisition/ purchase/ extension/ renovation of a flat/ apartment/ house/ bungalow.

I also certify that the particulars given in the attached statement are correct and nothing has been concealed by me which would prejudice or affect my right to apply for loan from the Bank under the above referred Scheme.

Yours faithfully,

Signature

Name

Branch

*This amount should be equal to the figures shown against paragraph 18 in the statement.

**STATEMENT GIVING/SUBMITTING ALL THE
INFORMATION/PAPERS/DOCUMENTS FOR
AVAILMENT OF THE LOAN**

1. Full name of the employee:
2. Date of birth:
3. Age as on the date of application:
4. Date of joining the Bank:
5. Date of confirmation:
6. Designation:
7. Department/ Branch:
8. Total service as on the date of application
(including probationary
period but excluding temporary service)
 - * (i) husband
 - * (ii) wife
9. Total span of service (in case of contract):
 - * (i) husband
 - * (ii) wife
10. (a) Present basic pay :
 - * (i) husband
 - * (ii) wife

(b) Special Allowance:
 - * (i) husband
 - * (ii) wife

(c) Dearness Allowance:

(d) Income of spouse/children:
11. Provident Fund Index No. of husband/wife
12. Maximum loan amount admissible:
 - i) 100/70/50 x (amounts stated in column 10):
 - ii) /maximum according to category:
 - iii) 80% / 90% of the estimated cost of the
scheme:
(combined amount if husband and wife taken

together)

13.Amount of the loan applied for:

14.Whether the employee in the past joined any of the Bank's Housing

Society and subsequently resigned:

- Information to be furnished where husband and wife, both are employees of the Bank.
- Application only in the case of workmen staff.

15.Details in respect of the plot/land/house/flat/apartment bought/constructed/renovated/extended/ proposed to be bought/constructed/

renovated/extended:

(a) In the case of a Private Housing Society, where the construction is completed/to be completed:

- (i) Full name of the Society:
- (ii) Registration No.:
- (iii) Situated at:
- (iv) Whether the employees' membership in the Society is approved, if so, a true copy of such allotment letter as per specimen marked 'A' should be attached (Appendix XII).

(v)Where the construction of the Society is completed, the Government approved Valuer's report should be submitted as per specimen marked 'B' (Appendix XIII).

(vi) (i) Plinth area:

(ii) Carpet area :

(b) Where an independent house/ structure is purchased /is to be purchased:

(i) Name(s) of the Vendor(s) and relationship with the employee, if any :

(ii) Name of the building/house;

(iii) Where situated :

(iv) Landlord(s)/Vendor(s)' letter as per specimen marked 'A' (Appendix XII) offering a plot of land/house/building etc.

(v) (i) Plinth area :

(ii) Carpet area :

(c) Where renovation of a building/house/ apartment owned by the employee :

(i) Name of the building/house/ apartment :

(ii) Where situated :

(iii) Government approved Valuer's report should be submitted as per specimen marked 'B' (Appendix XIII).

(iv) (i) Plinth area :

(ii) Carpet area :

(iii) A certified true copy of the municipal approval for such renovation/extension :

(d) Where purchase of plot of land and construction thereon is contemplated:

(i) Full name(s) of the Vendor(s):

(ii) A letter from the Vendor(s) addressed to the employee, giving the area of land offering it for sale and mentioning the sale price :

(iii) Survey and other numbers, boundaries etc.

(iv) Area of the plot :

(in sq. yards/metres)

(v) Price per sq. metres :

(vi) Total cost of plot : Rs (Certificate should be attached marked 'C' from the Architect that

the purchase price is fair and reasonable and compares favourable with the rates prevailing in the neighbourhood.)

(vii) Any earnest money paid? If so, how much and when does the Agreement to Sell expire? (If an Agreement to Sell has been entered into, please attach a copy certified by the local Advocate of the Branch wherefrom the employee will avail of the loan, marked 'D').

(viii) If the plot has been purchased, please, also forward to us a copy of the Deed of Conveyance certified by the Local 'Advocate marked 'E'.

(ix) Is the land converted into non-agricultural land? If so, please attach a copy of the relative order duly certified, marked 'F'.

(x) Is the N.O.C. obtained by the Vendor(s) under the provisions of the Urban Land (Ceiling and Regulation) Act, 1976? If so, please attach a copy thereof duly certified, marked 'G'.

(xi) Whether the plot is fully developed? If not, the estimated expenditure; who will bear the cost? - Vendor(s) or the employee.

(xii) Total plinth area of House/Bungalow:

(xiii) Total carpet area of House/Bungalow:

(xiv) Blue prints of the plot of land and House/Bungalow prepared by the Architects as submitted to the Municipality should be enclosed.

(If the plans have been approved by the

Municipality a copy of the relative sanction certified as a true copy by the employee's Architects, marked 'H' should be attached).

(xv)Details of the amenities provided/proposed to be provided in the House/Bungalow:

16. Estimated cost of House/ Bungalow/ Flat/ Apartment/Renovation/ Extension where:

(a) Flat is in a Society, the construction of which is under progress:

(b) Renovation/extension of building/house/ apartment, flat owned by the employee:

(c)Purchase of plot of land and construction thereon:

(This should be supported by a certificate market 'I' from the employee's Architect that the estimate is in order).

17. Whether the Society's /landlord's/ Vendor's title to the property/land/flat/ apartment is clear and marketable free from encumbrances and doubts.(A certificate to this effect from the Local Advocate of the Branch where from the employee will obtain the loan should be attached marked 'J')

18. Amount of the loan for which the employee is eligible i.e. lower of the 80%/90% cost of construction inclusive of the cost of land subject to the ceiling prescribed.

19. The amount the employee will have to pay from his own resources after taking into consideration the Bank's loan for which he is

eligible.

20. An irrevocable letter of authority in duplicate as per specimen marked 'K' (Appendix IV) should be attached.

21. Municipal taxes/levies etc. approx. per month in respect of the house/building/flat/apartment.

22. Betterment charge Rs_____ where :

(a) plot of land acquired/to be acquired and construction thereon

(b) flat in the Society/apartments to be purchased/acquired construction of which in progress. (A certificate should be attached, marked 'L' from the employee's legal adviser whether the Land falls in a Town Planning Scheme and any betterment charges are payable thereon).

23. Proper approach road and water available where:

(a) plot of land acquired/to be acquired and construction thereon:

(b) flat in the Society/Apartment to be purchased/acquired construction of which is under progress. (A certificate should be attached, marked 'M' from the employee's /builder's Architect stating that there is a proper authorised approach road to the site/house/building and the water is available for drinking and construction purpose).

24. Schedule of disbursement where the construction is under progress and the loan will be disbursed in instalments: (A statement should be attached, marked 'N' from the employee's/Society's/ Builder's/Architects detailing the stage of works required to be completed and showing there against the instalments of the loan to be released thereafter).

25. Any other information :

26. I hereby declare that :

- (i) I am/was not a member of any other Cooperative Housing Society financed by the Bank nor have I availed, in the past, of a loan under the captioned Scheme.
- (ii) I do not own any residential accommodation in the name of myself/my spouse/my dependent/children.
- (iii) I have read the Circular No_____Dated_____on the Housing Scheme for granting individual loans to the staff and agree to abide by the same.
- (iv) My wife/husband is not an employee of the Bank.*
- (v) My wife/husband who is an employee of the Bank has not applied for and/or obtained a housing loan under the Bank's Co-operative Housing Scheme and/or under the Individual Housing Scheme.
- (vi)is (here mention the name of the place) the place where I intend to settle after my retirement.
- (vii) The total cost of the house or flat proposed to be constructed/acquired (including the cost of land) will not exceed Rs_____
- (viii) The site/house/flat to be constructed/ acquired/ enlarged with the help of the loan availed of from the Bank will not be utilised as a source of income or profit except to such extent and for such period as the Bank may permit and that my other resources together with the amount of the loan applied for as detailed below, will be sufficient to complete the

“Construction/acquisition of the proposed site/house/ flat enlargement of the present accommodation”.

* Delete whichever is not applicable under authentication

a) Amount of housing loan as per this application. Rs.

*b) Amount of withdrawal from Provident Fund balance or demand loan against Bank's contribution to my provident fund account applied for / sanctioned Rs. _____

*c) Amount of loan availed of / to be availed of from the Co-operative Credit Society Rs. _____

*d) Personal Savings Rs.

*e) Other resources (give details and how they were acquired) Rs. Total Rs. _____

*Total estimated cost of acquiring/constructing/ enlarging the house/site/flat Rs. _____

Signature:

Name:

Designation:

Branch:

Date :

(May be given on Letter Head of Government approved Valuers)

Valuation report on the property belonging to

1. Valuation done by:
2. Date of Valuation:
3. Name (s) of person or persons in whose name(s) the property stands registered:
4. Survey No. and Municipal No.
5. Situation of the property:
6. Whether lease-hold or freehold:
7. Municipal valuation for tax purpose (if available):
8. Area of land:
9. Value of land:
10. Built up area of the building / flat / apartment sq.mtrs.
11. Carpet area: sq.mtrs.
12. Value of built up area: Rs.

(Note : While arriving at the approximate cost of the build up area, the rate of current cost of construction to cubical contents of the building may be taken into consideration).

13. Please state the nature of construction viz. Whether it is built up with R.C.C. or stones and bricks. Please also give some idea about the kind of fittings used in the building, whether flooring is of ordinary kind or whether there are any special or costly fittings. Also, whether there is independent water supply, other amenities etc.

14. Year in which the property was constructed:
15. Total value of the property: Value of land: Rs.
Value of built up area: Rs.

16. From the above, please deduct depreciation
(it should be arrived at after taking into account the age and life of the building)

16a. Residual life of the building

17. Please state if entire property is used by owners themselves or hired out to tenant:

Place:

Date:

Signed by:

(TO BE TYPED ON THE LETTER HEAD OF SOCIETY/ BUILDER)

WE, ----- hereby certify that

1. Flat No.----- (Name of ----- situated at-----
bearing/ building, if any) Survey No., H.No., Plot No. has been allotted to
Shri/Smt./Kum.-----

2. That the total coat of the flat is Rs.
(Rupees only)

3. That title to the said land and the building thereon is clear, marketable and
free from all encumbrances and doubts.

4. We confirm that we have no objection whatsoever to Shri/Smt.-----
----- mortgaging the flat to State Bank of India on full and final
settlement of the consideration.

5. We further confirm that the Co-operative Housing Society will be formed in
due course.

6. We have not borrowed from any financial Institution for purchase of land or
construction of building have not created and will not create any encumbrances
on the flat/house allotted to him/her during currency of the loan sanctioned/ to
be sanctioned by the Bank to him/her.

7. We are agreeable to accept State Bank of India as nominee for the flat
allotted to Shri/Smt./Kum-----
-----.

(Signature of Secretary of the Society with Stamp)

OR

(Builder's signature with stamp)