

**Bank of Baroda****बैंक ऑफ़ बड़ौदा**

I/We request you to grant me/us a loan facility of Rs. _____ under Home Loan Scheme for _____

To enable you to consider the proposal, I/We submit the following particulars.

Please complete all sections in BLOCK LETTERS and tick options wherever applicable

Name: _____ (First name) (Middle name) (Last name)		
PAN/GIR No. : _____		
Date of Birth : _____ (DD) (MM) (YYYY)		
Age: _____ (years)		
Sex : Male/Female		
Marital Status: Single/Married/Divorced/Widowed		
E-mail: _____		
Employment status (tick mark):		
<ul style="list-style-type: none"> <input type="checkbox"/> Salaried <input type="checkbox"/> Self-employed <input type="checkbox"/> Professional <input type="checkbox"/> House wife <input type="checkbox"/> Others 		
Present address:		
Address: _____ _____		
City: _____ State: _____		
Pin code: _____		
Phone number: (O) _____ (R) _____		
Years in current address: _____		
Mobile phone no: _____		
Fax no: _____		
Changed Residence in past 3 years : Not Changed Once More than Once		
Permanent address:		
Address: _____ _____		
City: _____ State: _____		
Pin code: _____		
Phone number: _____		
Previous address:		
Address: _____ _____		
City: _____ State: _____		
Pin code: _____		
Father's/Husband's name: _____ _____	Education (tick mark): <ul style="list-style-type: none"> <input type="checkbox"/> Matric or below matric <input type="checkbox"/> Under Graduate/Higher secondary <input type="checkbox"/> Graduate <input type="checkbox"/> Post-graduate <input type="checkbox"/> Doctorate 	Banking with us (Y/N): _____ <i>If yes, then fill the following:</i> Banking with us since: _____ (YYYY) Account type: _____ Account number: _____ Branch name: _____
Are you a BOB staff (Y/N): _____	Category: SC/ST/OBC/OTHERS/MINORITY COMMUNITY	No. of dependents (excluding spouse): _____ No. of children: _____
	Passport No: _____	Earning member in family, if any (Y/N): _____
Mention branch where loan account should be opened:		
Reason for choosing the branch (tick mark)	<ul style="list-style-type: none"> <input type="checkbox"/> Near location of target property <input type="checkbox"/> Near place of work/business <input type="checkbox"/> Near place of present residence <input type="checkbox"/> Branch maintains salary account <input type="checkbox"/> Other: _____ 	
Income and expenses		
Primary monthly income	Other income details	Monthly expenditure
Gross income: _____ Deduction: _____	Rent received: _____ Agriculture: _____ Others: _____ Description: _____	Loan repayment: _____ Rent paid: _____ Others: _____



<p><u>Salaried: Please tell about your work:</u></p> <p>Employer name: _____</p> <p>Department: _____</p> <p>Address: _____</p> <p>City: _____ State: _____</p> <p>Pin code: _____</p> <p>Phone no: _____ Extn No: _____</p> <p>Fax no: _____</p> <p>Company email: _____</p> <p>Designation: Executive/Managerial/Clerk</p> <p>Years with employer: _____</p> <p>Contact person: _____</p> <p>Name of previous employer: _____</p> <p>Retirement age: _____</p> <p>Working with:</p> <ul style="list-style-type: none"> • Govt./Public sector • Public Ltd • Private Ltd • Partnership • Proprietorship • MNC 	<p><u>Self-employed/Professionals: Please tell about your work:</u></p> <p>Name of company/firm: _____</p> <p>Activity: _____</p> <p>Address: _____</p> <p>City: _____ State: _____</p> <p>Pin code: _____ Phone no: _____</p> <p>Fax no: _____</p> <p>Company email: _____</p> <p>Designation: Executive/Managerial/Professional</p> <p>If professional, then choose one of the following:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Doctor</td> <td style="text-align: center;">Architect</td> <td style="text-align: center;">CA</td> </tr> <tr> <td style="text-align: center;">MBA</td> <td style="text-align: center;">Engineer</td> <td style="text-align: center;">Lawyer</td> </tr> <tr> <td colspan="3" style="text-align: center;">Others: _____</td> </tr> </table> <p>Years in business/profession: _____</p> <p>Contact person: _____</p> <p>Retirement age: _____</p> <p>Business details:</p> <ul style="list-style-type: none"> • Private Ltd Partnership • Proprietorship Others: _____ <p>Established since: _____</p>	Doctor	Architect	CA	MBA	Engineer	Lawyer	Others: _____		
Doctor	Architect	CA								
MBA	Engineer	Lawyer								
Others: _____										

<p><u>Credit card details</u></p> <p>Credit Cards Owned : _____</p> <p>Card Issuer: _____</p> <p>Card No. : _____</p>	<p><u>Other assets</u></p> <ul style="list-style-type: none"> • Colour TV • Refrigerator • Car • Two Wheeler • Telephone • Cellular Phone • Personal Computer • Washing Machine
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About bank accounts (including credit facilities, if any):

Name of Bank	Branch	Branch telephone number	Number of years account held	Account type	Account Number	Account balance (Rs.)	As on date

Outstanding Loan details in individual name :

Source	Purpose	Date of sanction	Loan Amount	Outstanding	EMI	Overdue amount, if any	Overdue since

Income Details:

- Gross Monthly Income (Rs.) : _____
- Salaried Person
 - Monthly Basic (Rs.) : _____
 - % of PF deduction : _____
- Annual Professional Tax : _____
- For Tax Purpose
 - Total Annual Savings under s/88: _____
 - 100% Rebate Amount : _____
 - Deduction under chapter VI A : _____
 - Other Rebate /Deduction claimed: _____
- Net Annual Income of other Family members: _____

(Excluding co applicant & Guarantor)

Details of other present immovable Properties
(Other than proposed as security for housing loan)

Nature of properties:
 Plot of Land Agricultural Land
 House/ Godowns Others

Location: Survey / House No. _____
 Street / locality _____
 Village/ Town _____ Distt: _____

Property in whose name? _____

Area / Size of the property: _____

Cost (at the time of purchase): Rs. _____

Present estimated market value: Rs. _____

Whether encumbered: If yes, give detail: _____

Information on Guarantor/Co-applicant (if

present)

About your Co-applicant:	About your Guarantor:
Name : _____	Name : _____
Date of birth: _____ (DD/MM/YYYY)	Date of birth: _____ (DD/MM/YYYY)
Father's/husband's name: _____	Father's/husband's name: _____
Relation with Applicant: _____	Relation with Applicant: _____
Address: _____	Address: _____
_____	_____
_____	_____
City: _____ Pin code: _____	City: _____ Pin code: _____
State: _____	State: _____
Occupation: _____	Occupation: _____
Phone/Fax: _____	Phone/Fax: _____
Email: _____	Email: _____
PAN/GIR Number: _____	PAN/GIR Number: _____
Net Annual Income (Rs.): _____	Net Annual Income (Rs.): _____

Net worth

<i>In Rs.</i>	Applicant	Co-applicant, if present	Guarantor, if present
1. Total movable			
2. Total immovable			
3. Total assets (1+2)			
4. Total liabilities			
5. Net assets (3-4)			
6. Amount of collaterals			

Proposed Loan Details:

Tenure in Months: _____	Outside Borrowings (Rs): _____
Purpose: _____	Loan Amount requested (Rs): _____
(a) Purchase Price (Rs): _____	Rate of Interest %: _____
(b) Stamp Duty (Rs): _____	Floating / Fixed: _____
(c) Registration Fee (Rs): _____	Margin %: _____
(d) Other (Rs): _____	
Total (a+b+c+d) (Rs): _____	

Details of Movable Assets in my name:

(A) Life insurance Policies

Policy No.	Date of issuance	Sum Assured	Co. & Branch name	Annual Premium	Premium paid or surrender value



(B) Shares/ Debentures/ Term deposits / Govt Securities (NSC etc)

Co./ Bank/ Post Office	Date of Instrument	Face Value	Present value	Due date	Whether encumbered

(C) Other movable assets:

Descriptions	Year of acquiring	Purchase price	Market Value	Valuation date

(D) Details of Liabilities:

Details Of Loan In Firms Name/ Company's Name where you are interested as Prop, Partner/ Director

- a) Name of the Bank/ institution and its branch : _____
- b) Purpose and amount of loan/ credit facilities : _____
- c) Security / Repayment schedule : _____
- d) Present outstanding : _____
- e) Liabilities other than to Bank and Financial Institutions: _____

Details of Personal Guarantee given for any person/firm. If yes, furnish details (i.e. Name of the Bank/ Institutions, on whose behalf, amount of guarantee, present status of a/c etc.)

I enclose / Submit documentary proof in support of the above submissions.

The loan applied for as above for Rs.....(Rupees.....) under Direct Housing Finance Scheme is repayable inmonthly instalments of Rs.....each. I / We note that the rate of interest applicable on the loan will be at% p.a. which would be applied at quarterly / monthly interval or as applicable from time to time. I undertake to contribute Rs.....towards margin money being% of the project cost.

Further I give below particulars about myself, dependants & legal heirs

Name/Age of dependents/ Legal heirs	Relationship with the borrower	Address	Occupation / Vocation of Legal heirs

I/We hereby declare that all the particulars and information furnished in the application form are true, correct and complete and up-to-date in all respects. I/We have not withheld any information. I/We confirm that I/We have had no insolvency proceedings initiated against me/us nor have I/We ever been adjudicated insolvent. I/We also authorize Bank of Baroda or its agent to make references and enquiries relative to information in this application which Bank of Baroda considers necessary. I/We also authorize Bank of Baroda to exchange, share, part with all information relating to my/our loan details and repayment history information to other Banks/Financial institutions/ Credit Bureaus/Agencies as may be required and shall not hold Bank of Baroda liable for use of this information. I/We undertake to inform Bank of Baroda regarding any change in my/our residence/employment/Occupation/Transfer and to provide any other information that Bank of Baroda may require. I/We further agree that my/our loan shall be governed by the rules of Bank of Baroda which may be in force from time to time. Bank of Baroda reserves the right to reject any application without providing any reason.

I further declare that I am not a Director in any Bank. There is no litigation against the firm or me / co. in which I am the proprietor / a partner/ a Director.

I am / was not interested as Proprietor / partner/ Director in any firm/ company whose name is listed in caution list of RBI/ ECGC.

I/we under take to bear processing, service, documentation charges etc. stipulated by the bank from time to time. I/we agree, note and understand that Bank of Baroda shall be entitled at its sole discretion to call back, the entire loan/advance whether due and payable or not at any time without assigning any reason and enforce its rights, remedies and securities.

Yours faithfully,

Place : _____
Date : _____

Signature of the Applicant/s / Co - Applicant

I am willing to stand as guarantor for the above loan (details as per enclosed sheet)

Place : _____
Date : _____

Signature of the Guarantor/s

-----For office use only-----

Warm lead No: _____
Borrower number: _____

Sales executive code:
Branch name and alpha code where parked :

Property Details Proposed for the Loan (For Office use):

1. Stage of construction (For New Construction): Final / Intermediate / Foundation / Plot
2. Age of Building/Flat in years (For Existing Construction) : _____

Builder's/Seller's Name: _____

Area details:

Total area- _____ Sq. ft.

Built up area - _____ Sq. ft.

Location / Address:



Particulars about Co- Borrower / Guarantor (wherever applicable)

Name: _____ **Father's / Husband's Name:** _____

Details of other present immovable properties (Other than proposed as security for housing loan in case of co borrower)

Nature of properties: Plot of Land / Agricultural Land / House/ Godowns / Others

Location: Survey / House No. _____ Street / locality _____
Village/ Town _____ Distt: _____

Area / Size of the property: _____ **Present market value: Rs.** _____

Whether encumbered: If yes, give detail: _____

Details of Movable Assets in my name:

(A) Life insurance Policies

Policy No.	Maturity Date	Sum Assured	Co. & Branch name	Last premium paid up to	Total Premium paid or surrender value

(B) Investments(Shares/ Debentures/ Term deposits / Govt Securities like,NSC etc)

Description	Face value	No of units	Present market value

(C) Other movable assets:

Descriptions	Purchase price	Market value	Valuation date

(D) Details of liabilities:

Details Of Loans / advances availed from Bank's / Institutions & other liabilities:

Name of Bank/ Institution: _____ Purpose : _____
Amount of Loan _____ P/O _____ overdue if any. _____
Details of Personal Guarantee given, if any: _____
Name of the person on whose behalf _____ Bank / Institution _____
Amount of commitment _____ Overdue if any _____ -

Particulars of Legal Heirs:

Sr. No.	Name	Relationship	Age	Present Address

I enclose / submit documentary proof in support of the above submissions.

I further declare that the information submitted above is true and correct to best of my knowledge and belief.

Place:

Date:

Signature

FOR INFORMATION OF HOME LOAN APPLICANT :

A. UNIFIED PROCESSING CHARGES:

Unified processing charges includes processing charges, documentation charges, document verification charges and pre & one time post sanction inspection charges to be levied as detailed below:

Loans upto Rs. 30/- lacs : 0.50%.(min Rs 5000/-)
Loans above Rs. 30/- lacs : 0.40% (min Rs 15000/- & max Rs Rs 50000/-)

(service tax to be recovered separately in addition to above)

Charges in respect of Advocate fee for legal opinion and valuation charges are to be levied separately in addition to above Unified Processing charges.

In case of takeover of Home loan: 0.10% (without maximum limit)

B. FULL PREPAYMENT/ PREMATURE CLOSURE CHARGES:

- **No penalty** is payable if loan is prepaid partly or fully from **own** sources.
- In other cases, @ 0.5% of balance outstanding for each year of the residual period of home loan subject to maximum of **2.00% including any such amount prepaid in the last financial year**

C. LIST OF DOCUMENTS TO BE OBTAINED FROM THE CUSTOMER :

- Passport size photograph of all the applicants
- Residence and age verification, which may be established from the PAN card, Election ID, Passport, Driving License or Ration card.
- Proof of Business / office address.
- Bank statements for the last six months
- Copy of IT Returns for last 3 years alongwith assessment order.
- Salary slips for last 3 months (Minimum) in case of salaried class applicants.
- Copy of LIC premium receipts, if any, and / or copies of other investments.
- Certified copies of Balance Sheets and Profit and Loss accounts, copy of IT Return alongwith assessment orders, advance tax challans (for both company/firm and personal account) for the last three years in case of self-employed / business category applicants
- Brief profile of the company / firm in case of self-employed applicants
- Guarantor Details
- Copy of property documents
- Cheque for unified processing charges

ACKNOWLEDGEMENT TO THE APPLICANT FOR APPLICATION:

We have received home loan application from Mr. _____

S/o _____ of _____

For Rs. _____ on _____.

Seal of the Branch / RLF

For Bank of Baroda

_____Branch

Date_____