

HOME LOAN BALANCE TRANSFER DOCUMENTS CHECKLIST FOR SALARIED APPLICANT

S. No.	Documents
A Application Form	
1	Duly filled and signed application form
2	Passport size photograph of the application form and self attested via signature across the photograph
3	Login cheque from salary account
4	POA duly Notarized and adjudicated - if applicable
5	Any corrections/ Overwriting on the application form in critical/mandatory fields marked by (*) sign are to be countersigned by all the applicants
B KYC Documents	
1	Age Proof
2	Residential address proof - Aadhaar Original front and back, Electricity bill, Land line bill
Income Documents and Bank Statement	
1	Form 16 (Part A and Part B) of last 2 years and
2	IT return - AY 17-18 (if not filed, we can help in filing)
	IT return - AY 18-19 (if not filed, we can help in filing)
	Form 26AS for AY 17-18
	Form 26AS for AY 18-19
3	Appointment letter
4	3 months pay slip
5	Educational qualification proof
6	6 months bank statement in which salary is credited- Showing Bank Logo and Balance column
Existing Loan repayment track record	
	Loan account statement for all existing loan accounts
	Existing Home Loan, foreclosure statement
Property Documents	
1	Sale Deed
2	Mother Deed
3	EC (past 15 years)
4	Khata and Khata Extract
5	Latest tax paid receipt
6	Plan copy

