

Yr..... Yr..... Yr.....
 Rs..... Rs..... Rs.....

4. If applicant is **Firm/Company**

Date of Establishment :

(Certified copy of Deed of Partnership/Memorandum & Articles of association enclosed)

Name(s) of Partners/Directors:

.....

.....

.....

.....

Registered office Address

.....

PIN Phone.....

Financial Results for last 3 years (Audited Balance Sheet and P & L Account enclosed)

Year
Net Worth
Net Income
Net Profit

5. Pan Number of the Applicant:

(copy of latest IT/WT assessment, if any, to be enclosed)

6. Details of loan liabilities

NAME OF LENDER	PURPOSE	AMOUNT	PRESENT O/S BAL

7. Details of Guarantee given

PRINCIPAL	G'URANTEE GIVEN TO	AMOUNT OF G'URANTEE

8. Any other Contingent Liability:

9. Banking Relationship with the Bank Since :

Name of the Branch :

Details of accounts maintained :

10. Details of SB/CD accounts maintained with other Banks

Name of Bank	Branch	Type of A/C	A/C Number
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11. Details of the property rented/leased out/to be rented/leased out

Plot No./House No	:	Flat/Shop/Godown No.	:
Street/Road/Lane	:	Police Station	:
Post Office	:	City/Town/Village	:
District	:	State	:

Pin ::
Landmark for identification (if any) :
Plinth/Built up Area :

Whether plan for construction has been approved/ sanctioned by appropriate authority?

(Copy of approved plan to be enclosed)

Whether the property and its rental are free of any encumbrance?
(Legal option is to be obtained before sanction of loan)

Whether Tax on the property has been paid up -to-date?
(copy of the latest tax paid receipt is to be enclosed)

Title of the applicant: OWNER/LEASEHOLDER (Mark the appropriate one)
(copy of title deed/lease deed to be enclosed)

If the applicant is Leaseholder,
whether empowered to let out/lease out the property:

12. If the applied loan is for substituting any existing loan against the property

Name of Lender Bank/Institution :
Amount of Loan :
Outstanding Balance as on..... :

(Certificate for outstanding balance from the lender bank/institution to be enclosed)

13. Particulars of Tenant/Lessee

Name:
Address:
.....
Phone: Fax

Line of Activity/Business :

Constitution : PSU/BANK/GOVT/SEMI-GOVT/LOCALBODY/MULTINATIONAL/PUBLIC CO
/PVT CO/OTHER (Specify) (mark the appropriate one)

Market standing of the Tenant/Lessee :

In case existing Tenant/Lessee whether :
there is any default in payment of rent
(copy of last rent receipt to be enclosed)

14. Particulars of the Tenancy/Lease Agreement (copy enclosed)

Date of Agreement :
Agreement expires on :
Monthly rentals due upto :(month)(year)
Gross monthly rent :
Deduction at Source :
Tax :
Adjustment towards rental advance :
Any other as per agreement :
Net Monthly rent receivable :
Any amount adjustable from monthly rent at the end :
Net future rent receivables :

15. Other Information

a) If the applicant is Firm/Company whether any of its Group Company has availed loan from
our Bank ? If YES, give the following particulars:

Borrower Firm/Company	Branch Name	Amount of Loan	Outstanding as on.....	Overdue If any

- b) Whether any litigation pending against applicant :
c) If 'YES' give particulars :
d) Any other information :

Place :

Date :

Signature of the Applicant

Documents to be enclosed:

- copy of Partnership Deed/Memorandum & articles of Association (not for individual applicant)
- Copy of the Title Deed/Lease Deed (if leasehold property)
- Copy of approved building plan
- Copy of lease/tenancy agreement
- Copy of latest tax receipt of the property
- Income proof for individual applicant
- Latest IT/WT Assessment, if available
- Audited balance sheets of Firm/Company
- Certificate of outstanding balance in loan a/c against the property
- Copy of latest rent receipt (in case existing tenant/lessee)

