



This document checklist is available in PDF format only. The checklist is one of the forms you will need to mail with your application. Make sure you print the checklist, and attach the completed checklist to your application. Assemble all your documents as listed. Check (✓) each applicable item on the checklist and attach the checklist to your documents. The following is a list of the minimum requirements; however, additional requirements may apply at the discretion of Shriram Housing Finance Limited.

1	Completed Loan Application Form	
2	Proof of Identification:	<input type="checkbox"/> Driving license <input type="checkbox"/> Ration card <input type="checkbox"/> Passport <input type="checkbox"/> PAN card <input type="checkbox"/> Voter's ID card <input type="checkbox"/> Employee ID <input type="checkbox"/> Bank passbook
3	Proof of Age:	<input type="checkbox"/> PAN card <input type="checkbox"/> Birth certificate <input type="checkbox"/> 10 th class marksheet <input type="checkbox"/> Bank passbook <input type="checkbox"/> Passport <input type="checkbox"/> Driving license
4	Address Proof:	<input type="checkbox"/> Bank passbook or Bank account statement <input type="checkbox"/> Voter's ID <input type="checkbox"/> Ration card <input type="checkbox"/> Passport <input type="checkbox"/> Utility bill (telephone, electricity, water, gas) – less than 2 months old <input type="checkbox"/> LIC policy/ receipt <input type="checkbox"/> Letter from a recognized public authority verifying

		the customer's residence address
5	Income Documents: <i>Salaried individuals (any one of the following):</i>	<input type="checkbox"/> Form 16 <input type="checkbox"/> Certified letter from Employer <input type="checkbox"/> Pay slip (Last 2 months) <input type="checkbox"/> Increment or Promotion letter <input type="checkbox"/> IT returns (for 3 years) <input type="checkbox"/> Investment proofs (like fixed deposits, shares, etc) <input type="checkbox"/> Passport-size photographs.
6	Income Documents: <i>Self Employed or businessman (any one of the following):</i>	<input type="checkbox"/> Last 3 years Income tax returns of the applicant along with computation of income duly attested by a Chartered Accountant <input type="checkbox"/> Last 2 years Balance Sheet and Profit & Loss account of the firm- duly attested by a Chartered Accountant <input type="checkbox"/> A brief introduction of his profession/business <input type="checkbox"/> Passport size photographs <input type="checkbox"/> Photocopy of Registration Certificate of establishment under Shops and Establishments Act/Factories Act <input type="checkbox"/> Photocopy of Registration Certificate for deduction of Profession Tax <input type="checkbox"/> Proof of investments <input type="checkbox"/> Certificate of Practice <input type="checkbox"/> Receipts of advance tax payments (if any)

7	Property Documents:	<ul style="list-style-type: none"><input type="checkbox"/> Sale deed, agreement of sale with the builder (original copy)<input type="checkbox"/> Land and building tax paid receipts, location sketch of the property certified by the revenue authorities, possession certificate<input type="checkbox"/> Letter of allotment given by the Housing Board/Society/Private builder<input type="checkbox"/> Original receipts of the advance payments that are made towards the purchase of flat<input type="checkbox"/> An approved copy of the building plan (key plan/floor plan in case of purchase of flats)<input type="checkbox"/> Original of the land tax paid receipt and possession certificate as issued by the revenue authority<input type="checkbox"/> Original No objection certificate (NOC) from the housing society or builder<input type="checkbox"/> Detailed estimate of the cost of construction of house<input type="checkbox"/> Letter from the builder/society/housing board, stating their account number and name of their bankers for the remittance of instalments
---	---------------------	--