

### **Proprietary Firm Documents List :**

1. ITR with Balance Sheet, P & L A/c and audit report for Last 3 year
2. Loan Sanction letter for all ongoing loan.
3. All bank a/c statements (including CC/OD, SB, CA) for last 12 Months
4. PAN Card, Aadhaar Card, Shop Act License, GST Reg. certificate
5. UDYAM Registration, UDYOG Aadhaar
6. GST Returns for last 12 months.
7. Office Address proof- Latest Electricity Bill / Telephone bill
8. Residential Address proof- Telephone Bill /Light bill/ Passport / Aadhaar Card / Driving Lic.

### **Co-applicant**

1. ITR and computation for Last 3 year
2. PAN Card
3. Residential Address proof- Telephone Bill /Light bill/ Passport / Adhar Card /Driving Lic.
4. Bank statement for last 12 Months
5. Loan statement with sanction letter if any

### **Property for Mortgage**

Agreement/ Sale deed, latest 7/12 or CTS, Approved plan, Approved layout, Construction permission, Completion certificate, a tax Rect., Municipal tax Rect., Old search report if any available, Old Chain documents, 6D (PHERFAR) ETC.

**Note: if property is mortgaged with bank then list of documents held with bank & Foreclosure letter**