

Checklist For purchase of flat/house from AFNHB/AWHO/State Govt Statutory Boards

1. Application form (Form No. HBL/NGIF/1).
2. Agreement from the member on non-judicial stamp paper of minimum value in state (Form No. HBL/ NGIF/ 2).
3. Letter of authorisation to NGIF with passport size photograph of the nominee duly attested by Commanding Officer/Officer in Charge on plain paper (Form No. HBL/ NGIF/ 3).
4. Affidavit of the nominee on form No. HBL/ NGIF/ 4 with passport size photograph of the nominee duly attested by Commanding Officer/Officer in Charge on plain paper.
5. Pre- Receipt (Form No. HBL/ NGIF/ 5) with Rs 1/- revenue stamp.
6. Latest Statement of Entitlement duly attested.
7. Original allotment Letter.
8. Original receipts of 10% Cost of Flat paid to AFNHB/AWHO /Housing Boards etc.

NOTE – ADDITIONAL DOCUMENTS TO BE FURNISHED IN CASE OF UNMARRIED OFFICER/SAILOR, RUNNING GOVERNMENT HOUSE BUILDING ADVANCE, PROPERTY JOINTLY HELD WITH SPOUSE

9. Unmarried Officer/Sailors are to submit an additional Form No.: HBL/NGIF/7.
10. Letter to DPA in case of taking loan from the Government (Form No. HBL/ NGIF/ 8).
11. Affidavit from the spouse of the member, if the land/house/flat is jointly owned by the member and spouse indicating his/her willingness to mortgage of his/her property jointly as security for loan, by the applicant member duly approved by Notarized on Non Judicial Stamp Paper of minimum value.