

### **Checklist for Addition & Alterations of house/flat**

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 Possession Letter/ Completion Certificate by Tehsildar/Municipality on Proper Letterhead.
8. Original Registration papers of the house.
9. Estimates of repairs (self attested).
10. Duly attested by Tehsildar/Municipal Corporation and self attested (with name, rank and personal number) **coloured photographs** of the completed house taken from a reasonable distance and angles (front and 3 sides) so that **neighbouring building/reference points can be seen of the house constructed**.
11. In case a Member has taken the loan from any Bank /Financial Institution (1st Charge) other than NGIF, then, NOC from that bank/Financial Institution for availing loan from NGIF a per Form No. HBL/NGIF/11.

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

12. Unmarried Officer/Sailors are to submit an additional Form No.: HBL/NGIF/7.
13. Letter to DPA in case of taking loan from the Government (Form No. HBL/ NGIF/ 8).
14. 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.