

Checklist for purchase of flat/house from Private Builder

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 receipts of 10% cost of flat/house paid to the Builder.
8. Non-Encumbrance Certificate issued by Sub-Registrar/Govt Pleader/Tehsildar after undertaking search of 13 years records. Alternatively Search Report/ Title Clearance Report for the same period by an Advocate with License no. of Advocate with proof of Search carried out.
9. Agreement to Sell/Builder Buyer Agreement **and** Allotment letter indicating construction plan/payment terms in original.
10. Copy of permission from Competent Authority for building Flat/ House duly authenticated alongwith Approved Sanctioned Site/Bldg/Floor Plan.
11. Copy of Registration Certificate/Incorporation Certificate of the Builder
12. Copy of Builders Land Title documents duly authenticated.
13. No Objection Certificate from Builder as per NGIF format (Form No. HBL/ NGIF/ 9).
14. Original Demand Letter issued by Builder on its letter head indicating information like date of payment, amount to be paid, stage of payment.

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

15. Unmarried Officer/Sailors are to submit an additional Form No.: HBL/NGIF/7.
16. Letter to DPA in case of taking loan from the Government (Form No. HBL/ NGIF/ 8).
17. 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 Commanding Officer or Notarized on Non Judicial Stamp Paper of minimum value.