

Checklist for purchase of Resale Properties (flat/house)

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 Sale Agreement followed by **Original Registered Sale Deed within 30 days of disbursement of loan** by NGIF.
8. Original/Photocopy of Registered Title Deed in favour of previous Owners and Sellers.
9. 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.
10. Original receipt of 10% Cost of Flat/house paid by the member, If not in sale agreement.
11. Mutation Certificate in the name of the seller from Municipal/Revenue records issued by competent authority/latest House Tax receipts paid by the Seller alongwith latest copy of Electricity/Water bills.

NOTE - DOCUMENTS TO BE FURNISHED CASE TO CASE BASIS AS APPLICABLE

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 Notarized on Non Judicial Stamp Paper of minimum value.