

REQUIRED DOCUMENTS FOR SALARIED & SELF-EMPLOYED MORTGAGE LOAN APPLICATION

BASIC KYC DOCUMENTS

SR NO	DOCUMENT TYPE	SALARIED	SELF-EMPLOYED
1.	Application form as per our Format and passport size photographs – to be signed by the applicants	✓	✓
2.	Photocopy of PAN	✓	✓
3.	Photocopy of AADHAAR	✓	✓
4.	Additional Residence Proof (anyone mandatory)		
	a. Photocopy of latest electricity bill	✓	✓
	b. Photocopy of passport		
	c. If rented, photocopy of leave & license agreement with latest electricity bill		


INCOME DOCUMENTS

SR NO	DOCUMENT TYPE	SALARIED	SELF-EMPLOYED
1.	Photocopy of last 4 months salary slip / salary certificate	✓	✗
2.	Photocopy of updated bank statement	Last 6 months	Last 1 year
3.	Photocopy of latest 2 years form no. 16 (if no available take it in writing on company letterhead)	✓	✗
4.	Photocopy of appointment & confirmation letter	✓	✗
5.	If less than 2 years in current organization, provide photocopy of appointment letter & relieving letter of previous employment (required minimum 2 years continuation proof)	✓	✗
6.	Photocopy of company i-card	✓	✗
7.	Last 3 years ITR with copy of acknowledgement, computation of income, profit & loss a/c., capital a/c., balance sheet, audit report, tax paid challan & form no 26AS duly attested by CA.	✗	✓
8.	Office address proof (anyone mandatory)		
	a. If owned, photocopy of latest electricity bill / index II.	✗	✓
	b. If rented, photocopy of leave & license agreement (notarized) & latest electricity bill.		
9.	Photocopy of valid gomastha license (shop act license)	✗	✓
10.	Photocopy of MSME (memorandum & registration certificate)	✗	✓
11.	Photocopy of GST certificate and last 1 year GSTR (GSTR1 & 3B both)	✗	✓
12.	Business profile on company letterhead (as per Bank / NBFC format)	✗	✓

OTHER DOCUMENTS

SR NO	DOCUMENT TYPE	SALARIED	SELF-EMPLOYED
1.	Visiting card	✓	✓
2.	Photocopy of saving & investment detail (LIC / FD / MF / RD / NSC / PPF / SHARES / GOLD / PROPERTY)	✓	✓
3.	In case of any ongoing loan, provide sanction letter and last 1 year repayment track record.	✓	✓
4.	Qualification Proof / Certificate	✓	✓
5.	Processing Fees Cheque favoring the Bank / NBFC	✓	✓

CIN No.: U70109MH2018PTC307003

 Mumbai | Kolkata
Multi City Presence



PROPLENDERS ADVISORY SERVICES PVT. LTD.
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Registered Office: Fantasia Business Park
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Call us at
+91 22 49707280
Monday to Saturday
(except national holidays)
10:00 am to 6:00 pm IST


COMPANY DOCUMENTS

SR NO	DOCUMENT TYPE	SALARIED	SELF-EMPLOYED
1.	Photocopy of company PAN	X	✓
2.	Photocopy of company incorporation certificate / registered partnership deed, if the company is a partnership or L.L.P. firm.	X	✓
3.	Office Address Proof (anyone mandatory)	X	✓
	a. If owned, photocopy of latest electricity bill / index II.	X	✓
	b. If rented, photocopy of leave & license agreement (notarized) & latest electricity bill.	X	✓
4.	Photocopy of memorandum of association	X	✓
5.	Photocopy of article of association	X	✓
6.	Photocopy of valid gomastha license (shop act license)	X	✓
7.	Photocopy of MSME (memorandum & registration certificate)	X	✓
8.	Photocopy of GST certificate and last 1 year GSTR (GSTR1 & 3B both)	X	✓
9.	Last 3 years company IT-return with photocopy of acknowledgment, computation of income, profit & loss a/c., capital a/c., balance sheet, form no. 26AS, tax paid challan, director's audit report, independent audit report, sundry debtors & creditors and other reports (3CA, 3CB, 3CD etc.) duly attested by CA.	Required if employed with partnership firm	✓
10.	Last 1 year updated Bank Statement of all banks mentioned on the balance sheet.	X	✓
11.	Business profile on company letterhead (as per Bank / NBFC format)	X	✓

Note:

1. If the Applicant or Co-applicant or both are earning incentives every month then please provide us last 6 months salary slip and last 1 year Salary Account Bank Statement.
2. CIBIL Report to be obtained by self of all the Applicant & Co-applicants (Kindly visit www.cibil.com and register yourself to get your latest CIBIL Report).

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