



This document checklist is available in PDF format only. The checklist is one of the forms you will need to mail with your application. Make sure you print the checklist, and attach the completed checklist to your application. Assemble all your documents as listed. Check each applicable item on the checklist and attach the checklist to your documents. The following is a list of the minimum requirements; however, additional requirements may apply at the discretion of Shriram Housing Finance Limited.

1	Completed Loan Application	
2	Proof of Identification	<ul style="list-style-type: none"> <li>✓ Driving license</li> <li>✓ Ration card</li> <li>✓ Passport</li> <li>✓ PAN card</li> <li>✓ Voter's ID card</li> <li>✓ Employee ID</li> <li>✓ Bank passbook</li> </ul>
3	Proof of Age	<ul style="list-style-type: none"> <li>✓ PAN card</li> <li>✓ Birth certificate</li> <li>✓ 10th class marksheet</li> <li>✓ Bank passbook</li> <li>✓ Passport</li> <li>✓ Driving License</li> </ul>
4	Address Proof	<ul style="list-style-type: none"> <li>✓ Bank passbook or Bank account statement</li> <li>✓ Voter's ID</li> <li>✓ Ration card</li> <li>✓ Passport</li> <li>✓ Utility bill (telephone, electricity, water, gas) – less than 2 months old</li> <li>✓ LIC policy/ receipt</li> <li>✓ Letter from a recognized public authority verifying the customer's residence address</li> </ul>
5	Income Documents: Salaried individuals (any one of the following)	<ul style="list-style-type: none"> <li>✓ Form 16</li> <li>✓ Certified letter from Employer</li> <li>✓ Pay slip (Last 2 months) Increment or Promotion letter</li> <li>✓ IT returns (for 3 years)</li> <li>✓ Investment proofs (like fixed deposits, shares, etc)</li> <li>✓ Passport-size photographs</li> </ul>

6	Income Documents: Self Employed or businessman (any one of the following)	<ul style="list-style-type: none"> <li>✓ Last 3 years Income tax returns of the applicant along with computation of income duly attested by a Chartered Accountant</li> <li>✓ Last 2 years Balance Sheet and Profit &amp; Loss account of the firm- duly attested by a Chartered Accountant</li> <li>✓ A brief introduction of his profession/business</li> <li>✓ Passport size photographs</li> <li>✓ Photocopy of Registration Certificate of establishment under Shops and Establishments Act/Factories Act</li> <li>✓ Photocopy of Registration Certificate for deduction of Profession Tax</li> <li>✓ Proof of investments</li> <li>✓ Certificate of Practice</li> <li>✓ Receipts of advance tax payments (if any)</li> </ul>
7	Property Documents	<ul style="list-style-type: none"> <li>✓ Sale deed, agreement of sale with the builder (original copy)</li> <li>✓ Land and building tax paid receipts, location sketch of the property certified by the revenue authorities, possession certificate</li> <li>✓ Letter of allotment given by the Housing Board/Society/Private builder</li> <li>✓ Original receipts of the advance payments that are made towards the purchase of flat</li> <li>✓ An approved copy of the building plan (key plan/floor plan in case of purchase of flats)</li> <li>✓ Original of the land tax paid receipt and possession certificate as issued by the revenue authority</li> <li>✓ Original No objection certificate (NOC) from the housing society or builder</li> <li>✓ Detailed estimate of the cost of construction of house</li> <li>✓ Letter from the builder/society/housing board, stating their account number and name of their bankers for the remittance of instalments</li> </ul>