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Tata Institute of Fundamental Research, Bombay-5

LIST OF DOCUMENTS REQUIRED FOR HBA LOAN IF READY BUILT HOUSE IS PURCHASED

- 1) Copy of plan approved by local self Government
- 2) 7/12 extract
- 3) N.A. permission
- 4) Title clearance certificate from an Advocate
- 5) Agreement between land owner and builder
- 6) Partnership deed of builder
- 7) Power of Attorney
- 8) Agreement between staff member and builder
- 9) Commencement Certificate
- 10) Copy of receipt of payment to Builder.
- 11) No objection certificate from Builder to mortgage the flat to Institute
- 12) Valuation Certificate from Govt. Approved Valuer (Registration certificate should be shown in certi.)
- 13) Completion certificate given by the local authority

List of Documents if flat is acquired through Co.op Hsg. Society

- 1) Certified copy of Plan approved by local self Govt.
- 2) 7/12 extract
- 3) N.A. permission
- 4) Title clearance certificate from an advocate
- 5) Copy of commencement Certificate
- 6) Copy of agreement between Housing society and vendor of the land (as shown in 7/12 extract)
- 7) Copy of by laws of society
- 8) Copy of valuation certificate of the flat from Govt. approved valuer (this certificate should show his regis. number)
- 9) Copy of work progress certificate from an Architect
- 10) No objection certificate from the society to mortgage the flat to Institute
- 11) Certificate from Society confirming that land is free hold, society has not mortgaged the land to anybody, etc.
- 12) Certificate from society confirming the allotment of flat
- 13) copy of registration certificate of society
- 14) copy of receipt for initial payment made to society.

List of documents required if house being selfconstructed

- 1) copy of plan approved by local self government
- 2) 7/12 extract
- 3) N.A. permission
- 4) commencement certificate
- 5) Title clearance certificate of the land from an advocate
- 6) Estimation of the cost of the construction of the house, proposed to be build from an architect.

List of documents required for HBA Loan, if purchased through a Government/Semi-Government Organisation.

1. An attested copy of a letter from the Allotting Authority with the following details :

a) The cost of the house/flat

b) Conditions of Sale.

c) Accommodation available therein.

d) Whether the Official is permitted to mortgage the land and house/flat to the Institute.

2. An attested copy of the draft lease/sale deed for land and house/flat.

11. Have you enclosed (a) the relevant construction plan approved by the Municipal authority concerned and (b) detailed construction estimates based on Central/State P.W.D. Schedule, prevailing in the area corrected as per relevant cost of index duly signed by a qualified Engineer :

DECLARATIONS

1. I solemnly declare that the information furnished by me in reply to the various items indicated above is true to the best of my knowledge and belief.
2. I have read the Rules regulating the grant of advances to Tata Institute of Fundamental Research staff members for purchase of land and purchase/construction of building, etc., and agree to abide by the terms and conditions stipulated therein.
3. I certify that *
 - (i) my wife/husband is not a TIFR/Central Government servant/my wife/husband who is a Central Government servant, has not applied for and/or obtained and advance under these rules.
 - (ii) neither I nor my wife/husband/minor child has applied for and/or obtained any loan or advance for acquisition of a house in the past from any government source (e.g. Ministry of Rehabilitation or under any Central or State Housing Scheme).
 - (iii) the construction of the house for which the advance has been applied for, has not yet been commenced.

Station:

Date :

Signature of
the applicant :

Designation :

Department/
Office in
which em-
ployed :