



Home Loan Checklist

A. [Id & Address proof: KYC – Mandatory for all – Self attested](#)

Photo Id Proof	PAN card / Passport / Aadhar Card
Residence proof	Ration card / Electricity bill / Telephone bill / Bank statement or pass book with address / Letter from employer

B. [Income proof](#)

For Salaried Individuals

#	Document Name
1	KYC Documents
2	Salary slip for the last 2 months / Salary Certificate (If variable components like Over Time and Incentives are reflected then salary slips for the past 6 months are required)
3	Latest Form – 16 if salary above Rs.20000/- per month
4	Copy of all bank pass books / bank statements for the past 3 months including front page
5	Company profile if it is a lesser known organization
Note: Original documents are required for verification purpose only	

For Self Employed Business Persons

#	Document Name
1	KYC Documents
2	Copy of last 2 years Income Tax Returns of the applicant along with computation of income duly attested by a Chartered Accountant
3	Copy of last 2 Years Balance Sheet and Profit & Loss Account of the firm duly attested by a Chartered Accountant
4	Brief Business Profile on the Letter Head of the firm by the applicant
5	Bank Statement for the last 6 months for the Savings Account & Current Account, O/D Account
6	Copy of either Shop & Establishment License / VAT Registration or any other mandatory license / registration or old ITRs evidencing business
7	Copy of the Partnership Deed, Memorandum of Associations, Articles of Association (if applicable)
8	Copy of Tax Deduction Certificate / Form – 16A (if applicable)
9	Details of Contract (if applicable)
10	Copy of Advance Tax paid / Self Assessment Tax paid challan
Note: Original documents are required for verification purpose only	

For Self Employed Professionals

#	Document Name
1	KYC Documents
2	Copy of last 3 years Income Tax Returns of the applicant along with computation of income duly attested by a Chartered Accountant
3	Copy of last 3 Years Balance Sheet and Profit & Loss Account of the firm duly attested by a Chartered Accountant
4	Brief Business Profile on the letter head of the firm by the applicant
5	Bank Statement for the last 6 months for the Savings Account & Current Account, O/D Account
6	Copy of either Shop & Establishment License / VAT Registration or any other mandatory license / registration
7	Copy of the Partnership Deed, Memorandum of Associations, Articles of Association (if applicable)
8	Copy of Tax Deduction Certificate / Form – 16A (if applicable)
9	Details of Contract (if applicable)
10	Copy of Advance Tax paid / Self Assessment Tax paid challan
11	Copy of Educational Qualification Certificate
12	Copy of Professional Practice Certificate
13	Salary Certificate (in case of doctors having salaried income)
Note: Original documents are required for verification purpose only	

C. [Property documents, as applicable](#)