



# Delhi Co-operative Housing Finance Corporation Ltd.

3/6, Siri Fort Institutional Area, August Kranti Marg , New Delhi-110049

Ph: 42707712-19 (8 lines)

Email [support@dchfcdelhi.nic.in](mailto:support@dchfcdelhi.nic.in) website [www.dchfcdelhi.nic.in](http://www.dchfcdelhi.nic.in)

## LOAN APPLICATION FOR SWAPPING OF LOAN OF OTHER HOUSING FINANCE INSTITUTION

AFFIX RECENT PHOTOGRAPH OF BORROWER WITH SIGNATURE

AFFIX RECENT PHOTOGRAPH OF CO-BORROWER WITH SIGNATURE

AFFIX RECENT PHOTOGRAPH OF SURETY - I WITH SIGNATURE

AFFIX RECENT PHOTOGRAPH OF SURETY -II WITH SIGNATURE

(a)  
ER

### PERSONAL INFORMATION

	Borrower	Co-borrower	Surety I	Surety II
Name				
Father's/ Husband's Name				
Date of Birth				
Address				
PIN Code				
Monthly Income (Rs.)				
Name & Address of Employer / Business				
PIN Code				
Phone # (O) (R) (M)				
Email ID				

Relationship of Co-borrower with Borrower

Relationship of Borrower /Co-borrower with Surety

\* Wherever applicable

Signature

Borrower

\*Co-borrower

**NOMINEE**

During Loan : DELHI CO-OPERATIVE HOUSING FINANCE CORPORATION LIMITED.

On repayment of Loan :

Name	Relationship	Age
Address		
PIN		

**(b) LOAN DETAILS**

Particulars of the property For which loan is required				
Estimated cost of the property [Total] (Rs.)	Land Cost (Rs.)	Construction Cost (Rs.)		
Co-op Group Housing Society	Membership No.	Share Certificate No.		
Loan Amount required	Rs.	Rupees		
Details of other loan, taken from Employer/Financial institution/ Bank	Name, Address of Employer/Institution	Amount (Rs.)	Instalment Per month (Rs.)	Purpose

**(c) BANK AND PAN DETAILS**

Borrower	Name of the Bank / Branch	Savings Account No.	Permanent A/c No. (PAN)
*Co-borrower			

Signature

Borrower

\*Co-borrower

**(d) ACCEPTANCE OF TERMS AND CONDITIONS OF LOAN**

I/We declare that all the particulars and information given in the application form are true and complete and that they shall form the basis of any loan DCHFC may decide to grant me/us. I/We confirm that I/We had no insolvency proceedings against me/us nor have ever been adjudicated insolvent and further confirm that I/we have read the terms and conditions of loan and understood the contents of the loan agreement. I/We am/are aware of that the repayment of loan would be made on the monthly reducing balance basis. I/We agree that the DCHFC may take up such references and make such enquiries in respect of this application, as it may deem necessary. I/We undertake to inform DCHFC regarding change in my/our occupation / employment or residential address and to provide any further information that DCHFC may require. I/We also undertake to authorise my/our employer(s) to deduct equated monthly instalments from my/our salary if required and remit the same to the DCHFC directly every month. I/We further agree that my/our loan shall be governed by rules of the DCHFC which may be in force from time to time. I/We declare and undertake to give surety of equal status to secure the loan and undertake to invest 0.25% of the loan amount as a deposit with the DCHFC. I/We declare that mortgaged property shall be duly insured and for this purpose authorise the DCHFC to insure it for relevant risks and renew the policy from time to time for which the insurance premium would be paid by me/us.

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Date Borrower's Signature \*Co-borrower's Signature

**(e) ENROLMENT AS NOMINAL MEMBER**

We hereby apply for admission as Nominal members of Delhi Co-operative Housing Finance Corporation Ltd. and we have read and understood the provisions of the Delhi Co-operative Societies Act, 2003, and rules framed thereunder, the bye-laws of the DCHFC and its terms and conditions for grant of loan. We hereby agree to abide by them and amendments made therein from time to time.

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Date Signature Borrower \*Co-borrower Surety-I Surety -II

**(f) SURETY FOR LOAN**

**Surety for a loan of Rs. (Rupees ) being raised by**

I agree to be surety for a loan of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) being raised by Shri./Smt/Ms. \_\_\_\_\_ S/o,W/o,D/o Shri \_\_\_\_\_ Resident of \_\_\_\_\_ PIN \_\_\_\_\_ for property situated at \_\_\_\_\_ PIN \_\_\_\_\_ and undertake to repay the Loan of Rs. \_\_\_\_\_

with interest, etc, in case of default in payment of loan instalment by him/her as borrower/co-borrower. My surety for this loan will continue till the entire principal amount with interest, etc, is paid back by the borrower(s) to the Delhi Co-operative Housing Finance Corporation Limited.

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Date Signature Surety-I Surety -II

\*wherever applicable

**(g) CHECK LIST**

**LIST OF SUPPORTING DOCUMENTS**

1. Cheque of Rs. 472/ - or Rs. 708/-(in case of co-borrower) towards nominal membership fee.
2. Income proof, Residential & ID proof and Bank Statement of  
i) Borrower    ii) Co-borrower    iii) Surety I    iv) Surety II\*  
  
Salaried person- 3 Months Original Salary Slip duly attested by Employer/Salary certificate and Latest Form 16  
Self Employed – 3 years Income Tax return with a certificate from Chartered Accountant and copy of accounts.
3. Copy of HBA sanction order (if loan taken from employer)
4. Photocopy of title of documents in respect of the property against which the loan is proposed to be raised **(Entire chain of property)**  
[ In case of Co-op Group Housing Society Flat ]
  - No dues certificate from society
  - Approved list of draw of lots of flats
  - Share certificate, receipts, allotment and Possession letter issued by Society.
5. Valuation report of the property from approved Valuer.
6. Copies & List of documents submitted with Financial Institution
7. Certificate from Bank that the property documents will be returned directly to DCHFC Ltd. after receiving the loan towards full and final settlement of loan account.
8. Certificate from BANK regarding loan outstanding with upto date interest to clear the loan amount
9. Copy of sanction and release letter of loan issued by bank.
10. Submit E-mandate form duly filled in.
11. CIBIL Scorecard of Borrower & Coborrower
12. Cheque for Rs.5,000/- towards advocate fees

Certified that above documents have been furnished.

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Date                                      Signature                                      Borrower                                      \*Co-borrower

\*wherever applicable

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## **SALIENT FEATURES**

### **1. RATE OF INTEREST (ON MONTHLY REDUCING BALANCE)**

**W.E.F : 01.07.2022**

#### **A. FLOATING RATE**

DCHFC may in its sole discretion increase or decrease rate of interest suitable and prospectively if unforeseen or exceptional or extraordinary changes in the money market conditions take place during the period of agreement and thenceforth the rate of interest increased or decreased, as the case may be, will be applicable to the said loan.

**Present floating rate of interest on monthly reducing balance:**

Loan Amount (Rs.) (upto)	Tenure Of Loan (Years)	ROI (%p.a.)	E.M.I. (per lac) (Rs.)
Rs.5,00,00,000/-	1 - 20	7.50%	2004 for 5 years 1187 for 10 years 927 for 15 years 806 for 20 years

#### **B. FIXED RATE**

Fixed rate will be subject to 'force majeure' clause and interest reset at the end of every three years on the basis of fixed interest rate prevailing then.

**Present fixed rate of interest on monthly reducing balance:**

Loan Amount Upto (Rs.)	Tenure Of Loan (Years)	ROI (%p.a.)	E.M.I. (per lac) (Rs.)
Rs.5,00,00,000/-	1 - 20	9.00%	2076 for 5 years 1267 for 10 years 1014 for 15 years 900 for 20 years

- **SPECIAL OFFER**  
**Loan to Central Government Employees/Delhi Govt. Employees from Govt. Undertaking at the rate of 0.20% less than the prevailing rate of interest.**

2. Life Group Insurance coverage is available (Optional)
3. Property Insurance is mandatory
4. 0.25% of loan amount will be kept as loan linked deposit.

#### **5. LOAN ELIGIBILITY**

- 65 months Gross Income ; or
- Loan upto 90% of the total cost of the property ; or
- **Margin Money**

<u>Cost of Property</u>	<u>Margin Money(Borrower's Share)</u>
Upto Rs.50 Lakhs	10 %
Rs.50 Lakh and above	20 %

whichever is less. \*\*

**For the purpose of raising loans income of co-applicant will be taken into account.**

\*\* Conditions apply

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In view of the above, you may kindly exercise your option regarding rate of interest, that is to say, whether you wish to be charged ‘floating rate of interest’ or ‘fixed rate of interest.’. You may kindly convey your option.

**ACCEPTANCE**

I/we hereby accept the above terms and conditions .

**1. RATE OF INTEREST**

	<b>Fixed</b>	<b>Floating</b>
Applicable Rate of interest _____		
Loan is applied for _____ Years		

**2. CONSENT FOR GROUP LIFE INSURANCE COVERAGE IS FOR LOAN OUTSTANDING AMOUNT TO THE EXTENT OF RS.6.00 LAKHS UNDER MASTER GROUP INSURANCE POLICY UPTO THE AGE OF 65 YEARS [SUBJECT TO THE TERMS & CONDITIONS AS PER THE MASTER POLICY NO. GI(HBA) 303891 OF LIC OF INDIA]**

	<b>YES</b>	<b>NO</b>
If <b>YES</b> , I hereby undertake to pay premium @0.5% on the outstanding loan amount or on Rs. 6 lacs annually.		

Signature	_____	_____
	Borrower	Co-Borrower

Name (in capital letters)	_____	_____
	Borrower	Co-Borrower

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Place : New Delhi.  
Date :