

HDFC offers you Loans for Homes - for buying or constructing your home, refinance a home loan availed from other institutions or even to extend or improve your existing home. HDFC will also finance purchase of land, from approved agencies to help you construct a home of your choice. You could acquire a self-contained flat in an existing or proposed co-operative society, in an apartment owners' association or even an independent single-family or multi-family bungalow or row house.

What is the maximum loan I can avail of?

You can avail of a maximum loan upto 80% of the cost of the property, including the cost of the land. This is however subject to a valuation of the property as assessed by HDFC.

How will HDFC decide the loan amount I am eligible for?

Subject to the above, your repayment capacity as determined by HDFC will decide how much you can borrow. Repayment capacity takes into consideration factors such as income, age, qualifications, number of dependents, spouse's income, assets, liabilities, stability and continuity of occupation and savings history. And, of course, HDFC's main concern is to make sure you can comfortably repay the amount you borrow.

When can I make an application?

You can make an application at any time after you have decided to acquire/construct a property, even if the property has not been selected or the construction has not commenced.

How do I make an application?

It's simple! Complete the application form attached to this brochure or collect one from any of our offices or download one from our website and submit it along with supporting documents at any HDFC office that is convenient to you. On receipt of the completed application form with the processing fees, HDFC will consider your application, make enquiries as it deems necessary and convey its decision to you.

HDFC also offers you the option of applying for a loan from the comfort of your home or office. Just log on to www.hdfc.com and apply for your housing loan online. After it is approved walk in to the selected HDFC office for submission of documents and further processing.

Can I apply for a loan to repay a housing loan availed by me from another bank / housing finance company?

Yes, you can avail of HDFC's home loan to repay a loan availed by you from your employer or another bank / housing finance company.

What are the fees and charges payable and when are they payable?

FEES:

A one time non refundable fee of 0.5% is payable on the loan amount applied for. This fee is in respect of costs incidental to the application and payable at the time of application. Taxes as applicable will be charged on the fees collected.

CHARGES:

Part Prepayment : For **Fixed Rate Home Loans (FRHL)** Prepayment charges of 2% of the amount being prepaid is payable, if the amount being repaid is more than 25% of the opening balance*. Under the **Adjustable Rate Home Loans (ARHL)** option, if the prepayment is made within 3 years of the first disbursement*, prepayment charges of 2% of the amount being prepaid is payable, if the amount being repaid is more than 25% of the opening balance.

Pre-closure/Prepayment : In case the source of funds used for pre-closure of loan is: (a) a loan from other banks/financial institutions or (b) sale of property financed or (c) not from your own sources; under both FRHL and ARHL, an early redemption charge of upto 2% is payable, as per the current rules of HDFC in that behalf. You shall have the option to prepay the loan from your own sources without the incidence of any prepayment charges. The decision of source of funds being other than own shall be at the sole discretion of HDFC. You shall be required to submit such documents that HDFC may deem fit and proper in ascertaining the source of prepayment. You are however requested to visit the nearest office or at www.hdfc.com for the applicable prepayment policy at the time of prepayment.

You can make payments for fees and charges by cheque marked "Payee's account only" drawn on a bank in a city where HDFC has an office or by demand draft (payable at par) favouring HDFC Ltd.

**Subject to terms and conditions.*

What is the rate of interest that will be charged on my loan and what will be the Equated Monthly Installment (EMI)?

For the current rates of interest and EMIs, please contact our nearest office or visit our web site www.hdfc.com.

Under the monthly rest option, interest is calculated on monthly rests. Principal repayments are credited at the end of every month.

At HDFC, you may choose between the FRHL and ARHL. You can also avail part of the loan under FRHL and balance under ARHL.

HDFC also offers you the option to switch between schemes⁺ for a nominal fee. For current applicable fees, kindly refer to our website www.hdfc.com.

Interest rates on the ARHL will be linked to HDFC's Retail Prime Lending Rate (RPLR). The rate on your loan will be revised / reset every three months from the date of the first disbursement, if there is a change in RPLR, i.e. the interest rate on your loan may change. *However, the EMI on the Home Loan disbursed will not change⁺.* (If the interest rate increases, the interest component in an EMI will increase and the principal component will reduce, resulting in an extension of the term of the loan, and vice versa when the interest rate decreases).

+Subject to terms and conditions.



Existing housing loan customers who wish to avail the Home Improvement, Home Extension & Top-up Loans may use the "Facilities for existing customers" brochure cum application form.

What are the supporting documents to be submitted alongwith an application?

FOR ALL APPLICANTS:

1. Allotment letter of the co-operative society/association of apartment owners.
2. Copy of approved drawings of proposed construction/purchase/extension.
3. Agreement for sale / sale deed / detailed cost estimate from architect / engineer for the property to be purchased / constructed/extended / renovated.
4. If you have been in your present employment/business or profession for less than a year, mention on a separate sheet details of occupation for previous 5 years, giving position held, reasons for change and period of the same.
5. Applicable Processing Fees.
6. Proof of Residence: Attested copy of any one of the following: a) Ration Card; b) Passport; c) Bank Account Statement; d) Rent receipt or lease agreement or letter from society (subject to the satisfaction of HDFC); e) Current Telephone/Electric Bill; f) Letter from recognized public authority; g) Letter from Employer (subject to the satisfaction of HDFC).
7. Proof of Identity: Attested copy of any one of the following: a) Passport; b) Driving License; c) Voters Identity Card; d) Identity Card issued by Employer (if employed in State/Central Govt.) e) PAN Card; f) Letter from recognized public authority.
8. Certificate of loan outstanding issued by the lender (for refinance cases only).
9. Any other information regarding your repayment capacity that is necessary and will assist HDFC in appraising the loan proposal.

Additionally,

IF YOU ARE EMPLOYED:

1. Last 3 months original salary slip/salary certificate showing all deductions.
2. If your job is transferable, permanent address where correspondence relating to the application can be mailed.
3. A letter from your employer agreeing to deduct the EMI towards repayment of the loan from your salary. This will expedite the processing of your loan application.
4. Your updated original Bank Pass Book/s or Original Bank Statement/s showing salary and savings entries for the last six months.
5. A photo-copy of your Form-16 (issued by your employer) for the last Assessment Year.

IF YOU ARE SELF-EMPLOYED:

1. Balance Sheets and Profit & Loss Accounts of the business/ profession along with copies of Individual Income Tax Returns for the last three years certified by a Chartered Accountant.
2. A note giving information on the nature of your business/profession, form of organisation, clients, suppliers, etc.
3. Copies of Individual Tax Challans for the last three years.
4. Copy of Advance Tax Challan (if any).
5. Your updated original Bank Pass Book/s or Original Bank Statement/s showing savings entries for the last 12 months.

Who can be co-applicants?

Proposed owners of the property, in respect of which you are seeking financial assistance will have to be co-applicants. However, all co-applicants need not be co-owners.

What is the maximum period in which I can repay the loan?

You can repay the loan over a maximum period of 20 years under both the FRHL and the ARHL. Repayment will not ordinarily extend beyond your age of retirement (if you are employed) or on your reaching 65 years of age, whichever is earlier. However, HDFC will endeavour to determine the repayment period to suit your convenience.

When do I start repaying the principal amount?

You repay the loan in EMIs comprising principal and interest. Repayment by way of EMI commences from the month following the month in which you avail full disbursement. Pending final disbursement, you pay interest on the portion of the loan disbursed. This interest is called pre-EMI interest. Pre-EMI interest is payable every month from the date of each disbursement upto the date of commencement of EMI.

HDFC also offers you a unique 'Tranching' facility for repayment of your loan. Instead of paying Pre-EMI on the amounts disbursed, you can choose to pay an interim EMI of an amount convenient to you and thus commence repayment of principal even before the loan is fully disbursed*. This would be useful in case your disbursements are likely to be spread over a longer period of time.

*Conditions apply.

How do I repay the loan?

For your convenience, HDFC offers various modes for repayment of the loan. You may either opt for direct deduction of monthly instalments by your employer, issue post-dated cheques from your salary account, issue standing instructions to your bankers (ECS) or pay the instalments at any of our conveniently located collection centres.

For details on penalty for delayed payments, collection charges and cheque bounce charges, please refer to our website www.hdfc.com.

Do I have flexibility in repayment terms?

HDFC offers you various flexible repayment options like Step Up Repayment Facility (SURF), Flexible Loan Installment Plan (FLIP), Balloon Payment Plan and Structured Repayment Plan. These flexible repayment options give you the freedom to structure the repayment schedule to suit your individual needs.

What security will I have to provide?

Security for the loan normally is first mortgage of the property to be financed and/or such other collateral security as may be necessary. Interim security may be required, if the property is under construction. Collateral or interim security could be assignment to HDFC of life insurance policies, the surrender value of which is atleast equal to the loan amount, guarantees from sound and solvent guarantors, pledge of shares and such other investments that are acceptable to HDFC.

Loans from HDFC are available even if you are availing a housing loan from your employer. HDFC has already entered into arrangements with several employers enabling employees to avail of loans both from the employer as well as HDFC for the same property.

Please do ensure that the title to the property is clear, marketable and free from encumbrance. To elaborate, there should not be any existing mortgage, loan or litigation which is likely to affect the title to the property adversely.

When can I take disbursement of the loan?

You can take disbursement of the loan after the property has been technically appraised, all legal documentation has been completed and you have invested your own contribution in full. Own contribution is the total cost of the property less HDFC's loan.

In how many instalments can the loan be disbursed?

The loan will be disbursed in full or in suitable instalments (normally not exceeding three in number) taking into account the requirement of funds and progress of construction, as assessed by HDFC and not necessarily according to a builder's agreement.

You are advised in your own interest to enter into such agreements with builders whereby payment is dependant upon the progress of work and not on a time-based schedule.

Can I repay my loan ahead of schedule?

Yes, you can repay the loan ahead of schedule by making part prepayment or pre-closure, subject to applicable prepayment charges. HDFC also offers a facility to accelerate the repayment of the loan by increasing the EMI at anytime*, which will help you to repay your loan faster. This acceleration facility is available free of charge.

*Subject to terms and conditions.

Do I get a tax benefit on the loan?

Yes. You are eligible for certain tax benefits on principal and interest components of a loan under the Income Tax Act, 1961. As the benefits could vary each year, please do check out the current benefits available.

Does the Agreement for Sale have to be registered?

In many states in India, the Agreement for Sale between the builder/seller and purchaser is required by law to be registered.

You are advised, in your own interest to lodge the Agreement

for registration within four months of the date of the Agreement at the office of the Sub-Registrar appointed by the State Government, under the Indian Registration Act, 1908.

Are there any other charges?

For details on incidental charges, you are requested to visit our website www.hdfc.com. Further charges on account of services (if any) rendered by external professionals shall be separately borne by you.

Does the property have to be insured?

You will have to ensure that the property is duly and properly insured for fire and other appropriate hazards during the pendency of the loan and to produce evidence thereof to HDFC, each year and/or whenever called upon to do so. HDFC should be the beneficiary of the insurance policy.

Will HDFC assist me in selecting accommodation of my choice?

Yes, HDFC will be glad to be of assistance in selecting accommodation of your choice in select cities in India. For information on this service, do contact our Loan Counsellor/HDFC Realty.

Value additions with HDFC Home Loan:

Only HDFC Home Loans offer you specially designed insurance covers at attractive prices. You may consider the following insurance products to cover your home loan against exigencies: (a) Loan Care from Cholamandalam MS General Insurance Company Ltd. (b) Home Suraksha Plus* from HDFC ERGO General Insurance Company Ltd. (c) Home Loan Protection Plan** from HDFC Life.

* Home Suraksha Plus Plan Form No. 164. Insurance is the subject matter of solicitation.

** HDFC Home Loan Protection Plan (UIN - 101N013V02), Form No. P501-14.

HDFC Standard Life Insurance Co. Ltd. Insurance is the subject matter of solicitation.

ARE THESE POLICIES SUBJECT TO CHANGE?

Yes. These policies will be reviewed periodically.

For Fair Practice Code and lodging complaints, please visit our website www.hdfc.com

INSTRUCTIONS TO FILL THE FORM

1. Please read the BROCHURE carefully.
2. The application form is provided to obtain relevant details to help us process your application. Any other information that you feel is necessary could be detailed in a covering letter.
3. Please write or type in BLOCK LETTERS, e.g. S A T I S H
4. Fill ✓ where applicable e.g. indicating married status.

Marital Status
<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Other

5. All details must be filled in. If not applicable please write N.A.
6. Applicants should ensure that the application is complete in every respect and all the required documents are submitted with this application. A complete form with necessary documents will help us process your application faster.
7. HDFC reserves the right to reject any application at any stage without assigning any reason.

A complete form with the necessary documents will help us process your application faster. Please take photocopies of all documents that are submitted to HDFC (including this application form) for your personal record.

INDIVIDUAL LOAN APPLICATION FORM

FOR APPLYING THROUGH INDUSIND BANK (A Service Associate of HDFC Ltd.)

PERSONAL AND EMPLOYMENT DETAILS



With you, right through

Regd. Office: Ramon House, H T Parekh Marg, 169, Backbay Reclamation, Cuhrchgate, Mumbai 400 020. Phones: 66316000, 22820282. Fax: 022-22811205, 22046834.

	Applicant			Co-applicant		
NAME	Surname	First Name	Middle Name	Surname	First Name	Middle Name
FATHER'S/HUSBAND'S NAME						
CURRENT/PERMANENT* RESIDENTIAL ADDRESS						
*(If Permanent Address is different kindly give details in the box provided at the bottom of this page.)	Land Mark:			Land Mark:		
	Pin Code: _____ State: _____			Pin Code: _____ State: _____		
CURRENT RESIDENCE IS	<input type="checkbox"/> Self owned <input type="checkbox"/> Family <input type="checkbox"/> Rented <input type="checkbox"/> Company Leased/			Provided by Employer	Relationship with applicant: _____	
PHONE NO. WITH STD CODE	Mobile: _____			Mobile: _____		
E-MAIL ID						
DATE OF BIRTH/SEX	Age _____ Yrs. <input type="checkbox"/> M <input type="checkbox"/> F			Age _____ Yrs. <input type="checkbox"/> M <input type="checkbox"/> F		
MARITAL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other			<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other		
NO. OF DEPENDANTS	_____ Children _____ Others			_____ Children _____ Others		
PAN No.	_____			_____		
OCCUPATION	<input type="checkbox"/> Employed <input type="checkbox"/> Self employed			<input type="checkbox"/> Employed <input type="checkbox"/> Self employed		
QUALIFICATIONS & DESIGNATION						
MONTHLY INCOME	₹ _____			₹ _____		
OTHER INCOME	₹ _____ Source: _____			₹ _____ Source: _____		
EMPLOYER/BUSINESS NAME AND ADDRESS						
(Please mention the address of the office you are based at)	Pin Code: _____ State: _____			Pin Code: _____ State: _____		
PHONE NO. WITH STD CODE	_____ , _____			_____ , _____		
	Ext. _____ Fax: _____			Ext. _____ Fax: _____		
YRS. IN PRESENT OCCUPATION	Yrs. Retirement age _____ Yrs.			Yrs. Retirement age _____ Yrs.		
DEPARTMENT	Employee No.: _____			Employee No.: _____		

LOAN REQUESTED

Amount ₹ : _____ Term: yrs. _____

Your monthly Expenditure ₹ : _____

Instalment you and co-applicant (if any) can pay to HDFC per month ₹ : _____

TYPE OF LOAN

Rest Frequency <input type="checkbox"/> Annual <input type="checkbox"/> Monthly	Signature of Applicant _____
Rate Option <input type="checkbox"/> Fixed <input type="checkbox"/> Adjustable <input type="checkbox"/> Combination	
<input type="checkbox"/> Home Loan <input type="checkbox"/> Home Improvement Loan <input type="checkbox"/> Home Conversion Loan <input type="checkbox"/> Home Extension Loan <input type="checkbox"/> Land Purchase Loan <input type="checkbox"/> Short Term Bridging Loan <input type="checkbox"/> Non Residential Premises Loans (for Professionals) <input type="checkbox"/> Home Equity Loan	

LOAN DETAILS

Purpose of Loan <input type="checkbox"/> Construction <input type="checkbox"/> Purchase <input type="checkbox"/> Extension <input type="checkbox"/> Improvement <input type="checkbox"/> Equity <input type="checkbox"/> Refinance <input type="checkbox"/> NRP	
Estimate of Requirement of funds	Estimate of Sources to meet requirement of funds
1. Land cost ₹ : _____	7. Loan requested from HDFC
2. Total purchase price/construction cost ₹ : _____	Fixed Rate ₹ : _____
3. Incidental costs (if any) ₹ : _____ e.g. Stamp duty, Registration charges, etc.	Adjustable Rate ₹ : _____
4. Other costs (please specify) ₹ : _____	8. Savings from Bank ₹ : _____
5. Market value of property (for Home Equity Loan) ₹ : _____	9. Disposal of investments (fixed deposits / shares, etc.) ₹ : _____
6. Loan outstanding (for refinance) ₹ : _____	10. Amount already spent (source _____) ₹ : _____
A. Total requirement of funds (Total) ₹ : _____	11. Provident Fund (refundable/non-refundable) ₹ : _____
	12. Other (specify _____) ₹ : _____
	B. Estimate of sources of funds (Total) ₹ : _____

Note: 'A' which is the total requirement of funds, should equal estimate of sources, 'B' which indicates the sources from where the cost will be met. It is important that you indicate in detail the sources from where the cost will be met in order to help us process your application faster.

PASTE RECENT PHOTOGRAPH OF APPLICANT WITH SIGNATURE	PASTE RECENT PHOTOGRAPH OF CO-APPLICANT WITH SIGNATURE	*PERMANENT ADDRESS		FOR INDUSIND BANK USE ONLY	
		Land Mark: _____	Phone No.: _____	INDUSIND BANK : _____	INDUSIND BANK Executive: _____
		Pin code: _____ State: _____	Preferred Location: _____		
		To be filled by the Customer only	Fees: _____ Cheque No.: _____		
		Date Submission of Appl.: _____	Date: _____ Bank: _____		
		Submitted to (Executive name): _____	FROM HDFC TO INDUSIND BANK		
		Customer Signature _____	HDFC Executive: _____ Initials _____		
		Executive Signature _____	Date of Acceptance _____ File No. _____		

FINANCIAL INFORMATION

SAVINGS, INVESTMENTS, ETC.			LOANS AVAILED/PROPOSED			
Particulars	Applicant (₹)	Co-applicant (₹)	Source of Loan	Outstanding Amount (₹)	Monthly Installment Payable (₹)	Bal. Term (Months)
Savings in Bank	_____	_____	Applicant:	_____	_____	_____
Immovable Property with current value (specify)	_____	_____	Employer	_____	_____	_____
1. _____	_____	_____	Bank	_____	_____	_____
2. _____	_____	_____	Credit Society	_____	_____	_____
Current balance in	_____	_____	Others	_____	_____	_____
Provident Fund balance (your share)	_____	_____	Co-applicant:	_____	_____	_____
Other Assets (specify)	_____	_____	Employer	_____	_____	_____
1. _____	_____	_____	Bank	_____	_____	_____
2. _____	_____	_____	Credit Society	_____	_____	_____
Life Insurance Policy(ies)	_____	_____	Others	_____	_____	_____
Sum Assured	_____	_____		_____	_____	_____
Maturity Dates	_____	_____		_____	_____	_____

BANK ACCOUNT DETAILS (PLEASE MENTION DETAILS OF YOUR SALARY ACCOUNT IN ROW 1)

Name of Account Holder	Name of Bank	Customer Id*	Branch	A/c Operated Since	Account No.(s)
1.					
2.					

* Required only incase of account with HDFC Bank.

Address: Mention dwelling unit no., street, city, nearest landmark and pin code. If not selected, mention intended location: _____ _____ _____ _____ Pin Code: _____ State _____	Area of Land: _____ Sq.m. Built-up area: _____ Sq.m. Stage of construction / extension / improvement : _____
	If property not selected would you like HDFC Realty to assist you? <input type="checkbox"/> Y <input type="checkbox"/> N Do you propose to rent the dwelling unit ? <input type="checkbox"/> Y <input type="checkbox"/> N Are you the sole owner of the dwelling unit ? <input type="checkbox"/> Y <input type="checkbox"/> N Is the legal title to the dwelling unit clear ? <input type="checkbox"/> Y <input type="checkbox"/> N Will HDFC be able to obtain first mortgage of the dwelling unit ? <input type="checkbox"/> Y <input type="checkbox"/> N

GENERAL [APPLICABLE TO APPLICANT AND CO-APPLICANT (IF ANY)]

1. Have you or your spouse earlier applied to HDFC for a loan ? <input type="checkbox"/> Y <input type="checkbox"/> N If yes, File / Loan A/c No. _____ 2. Have you or your spouse given guarantee(s) for any borrower/s of HDFC ? <input type="checkbox"/> Y <input type="checkbox"/> N If yes, a) File / Loan A/c No. _____ b) Name of borrower/s _____ 3. When would you prefer your loan to be: a) Sanctioned (Date) _____ b) Disbursed (Date) _____	4. What other security will you be able to provide? _____ 5. Please select the mode of repayment convenient to you: (Not applicable for employed applicants, whose employers have a deduction at source arrangement with HDFC) Tick (✓) against the appropriate box. a) Deduction of monthly installment by your employer <input type="checkbox"/> b) Post dated cheques <input type="checkbox"/> c) Standing instructions to bankers <input type="checkbox"/> d) Any other (please specify) _____
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Are you a citizen(s) of India? Yes No. Status Resident Indian Non-Resident Indian. Do you belong to SC ST NA.

Did you get to know HDFC through: Advertisement Builder/Developer Friends/Relatives

Would you be interested in Loan Care from Cholamandalam MS General Insurance Company Ltd.? <input type="checkbox"/> Yes <input type="checkbox"/> No	Home Suraksha Plus from HDFC ERGO General Insurance Co. Ltd.? <input type="checkbox"/> Yes <input type="checkbox"/> No	HDFC Home Loan Protection Plan from HDFC Life? <input type="checkbox"/> Yes <input type="checkbox"/> No
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REFERENCES (NAMES AND ADDRESSES OF TWO REFEREES WHO ARE NOT RELATED TO YOU)

HDFC may make such enquiries from the referees if it deems necessary	1. _____	2. _____
	Email: _____	Email: _____
	Tel: (O) _____ (R) _____	Tel: (O) _____ (R) _____

DECLARATION

I/We declare that all the particulars and information given in the application form are true, correct and complete and that they shall form the basis of any loan HDFC may decide to grant me/us. I/We confirm that I/We have had no insolvency proceedings against me/us nor have I/We ever been adjudicated insolvent and further confirm that I/We have read the brochure and understood the contents. I/We are aware the fees paid by me/us is non refundable. I am/we are aware that HDFC offers loans under a fixed interest rate option as well as under variable interest rate option and that I/We have selected the option indicated in the application form. I am/we are aware that the Equated Monthly Installment comprising principal and interest is calculated on the basis of annual rests as also on the basis of monthly rests and that I/We have selected the option indicated in the application form. I/We are aware that the options on interest rate and the frequency of rests once selected cannot be changed and any change(s) may be permitted only at the sole discretion of HDFC on such terms and conditions as decided by HDFC. I/We agree that HDFC may take up such references and make such enquiries in respect of this application, as it may deem necessary. I/We undertake to inform HDFC regarding any change in my/our occupation/employment and to provide any further information that HDFC may require. I/We also undertake to authorise my/our employer(s) to deduct Equated Monthly Instalments from my/our salary and remit the same to HDFC directly every month. HDFC may make available any information contained in this form and other documents submitted to HDFC and information pertaining to the loan to any institution or body. HDFC may seek/receive information from any source/person to consider this application. I/We further agree that my/our loan shall be governed by rules/norms of HDFC which may be in force from time to time and HDFC shall be entitled to reject my/our application without giving any reasons therefor.

Date _____ Applicant's Signature _____ Co-applicant's Signature _____