**SRI KRISHNADEVARAYA UNIVERSITY**

**ANANTAPURAMU**

**Last Date to Apply: 20.06.2022**

 **HOUSE BUILDING ADVANCE APPLICATION FORM**

Latest Passport Size Photo

**(I) PERSONAL INFORMATION**

1. Name (In Block Letters) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Name Middle Name Surname

2. (i) Designation :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department/Office

 In which working :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (ii) Permanent Address :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pin Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Date of Birth : Day \_\_\_\_\_\_\_\_\_ Month \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_

4. Sex : Male / Female

5. No. of Dependents : Children \_\_\_\_\_\_\_\_\_ Others \_\_\_\_\_\_\_\_\_\_\_\_

6. (a) Date of Joining into

 the University Service : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b)Length of Service : Years \_\_\_\_\_\_\_\_\_\_ Months \_\_\_\_\_\_\_\_\_\_ Days \_\_\_\_\_\_\_\_

 (c)Length of remaining

 Service : Years \_\_\_\_\_\_\_\_\_\_ Months \_\_\_\_\_\_\_\_\_\_ Days \_\_\_\_\_\_\_\_

7. Salary Particulars : Gross Salary Rs. \_\_\_\_\_\_\_\_Net Salary Rs. \_\_\_\_\_\_\_\_\_\_

 (Enclose Salary Certificate of previous month)

8. Property & Loans details

 Builder Name :

 Building Name/Number :

 Build up Area (Sq ft) :

 Plot/Flat No. :

 Address of Property :

 Loan details :

Cost of Property(Project cost) :

Loan amount :

Loan Purpose :

Insurance Details

Signature of Applicant Signature of Co-Applicant Signature of Guarantor

**II DETAILS OF BANK ACCOUNT:**

20. Name of the Bank : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Branch \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Account No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of Account \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Year of Opening Account \_\_\_\_\_\_\_\_\_\_\_\_\_ Bank Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SALARY CERTIFICATE**

 Salary certificate issued by the Drawing Officer should be forwarded by the **AR/DR/Finance Officer**, Finance and Accounts Section, S.K.University, Anantapuramu.

|  |  |  |  |
| --- | --- | --- | --- |
| **PAY PARTICULARS** | **AMOUNT** | **NATURE OF DEDUCTIONS** | **AMOUNT** |
| PAY |  | NGPF Subscription |  |
| D.A. |  | NGPF Loan |  |
| H.R.A. |  | PLI Premium |  |
| PP |  | LIC Premium |  |
| OTHERS |  | GLISC |  |
|  |  | Festival Advance |  |
|  |  | Vehicle Advance |  |
|  |  | Education Advance |  |
|  |  | Marriage Advance |  |
|  |  | House Rent |  |
|  |  | Profession Tax |  |
|  |  | Salary Recovery |  |
|  |  | Court Recovery |  |
|  |  | Income Tax |  |
|  |  | Pension Contribution |  |
|  |  | Housing Loan Recovery |  |
|  |  | Medical Advance |  |
|  |  | Others |  |
|  |  |  |  |
| **GROSS SALARY** |  | **TOTAL DEDUCTIONS** |  |
| **NET SALARY** |  |  |  |

In Words:

**III. DECLARATION:**

 I / We certify that the information provided by me/us in this application form is true and correct in all respects and S.K.University is entitled to verify this directly or through any third- party agent. I/We conform that the attached copies of financials/Bank Statement/legal documents etc., are submitted by me/ us against my/our loan application and certify that these are true copies.I/We further acknowledge S.K.University’s right to seek any information from any other sources in this regard. I/We understand that all the above-mentioned information shall from the basis of any facility that the S.K.University may decide to grant to me/us at its discretion.

I/We further agree that any facility that may be provided to me/us shall be governed by the rules of S.K.University that may be in force from time to time. I /We will be bound by the terms and conditions of the facilities that may be granted to me/us. I/We authorize S.K.University to debit my home loan account with the University bank for any fees, charges, interest etc., as may be applicable. I/we further acknowledge that I/We have read, understood and agree with the most important terms and conditions governing the home loan granted to me/us.

Signature of Applicant Signature of Co-Applicant Signature of Guarantor

**PREVIOUS PERSONAL LOAN DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Loan -I details | Loan -II details | Loan -III details | Other Information |
| Sanctioned:\_\_\_\_\_\_\_\_\_\_No. of Installments:\_\_\_\_\_\_\_\_\_ Completed Installments:\_\_\_\_\_\_\_\_\_ Remaining Balance :\_\_\_\_\_\_\_\_\_\_\_\_ | Sanctioned:\_\_\_\_\_\_\_\_\_\_No. ofInstallments:\_\_\_\_\_\_\_\_\_ Completed Installments:\_\_\_\_\_\_\_\_\_ Remaining Balance :\_\_\_\_\_\_\_\_\_\_\_\_ | Sanctioned:\_\_\_\_\_\_\_\_\_\_No. ofInstallments:\_\_\_\_\_\_\_\_\_ Completed Installments:\_\_\_\_\_\_\_\_\_ Remaining Balance :\_\_\_\_\_\_\_\_\_\_\_\_ |  |

**FOR OFFICE USE ONLY**

Total Sanction of House Building Advance :

Eligible EMI’s as per University terms and conditions :

Principal EMI’s : Months Total EMI’s :Months

Interest EMI’s : Months

Fixed EMI : Rs. Per Month

**Committee Recommendation:**

**Note :** Applications should reach Establishment section Through Proper channel

CHECK LIST FOR HOUSE LOAN APPLICATION

1. Loan Application duly filled in
2. 3 passport size photograph of Borrower/Co-Borrower
3. Identity Proof(Pan card/Voter card/Employee id card and Aadhar Card))
4. Proof of present Residence(Telephone/Electricity/Gas bill/Passport
5. Latest 3 months salary slips
6. Latest 6 month’s bank account statement reflecting monthly salary
7. Latest 2 years form-16 and IT returns
8. Employee ID card
9. Sale deed/Agreement of sale along with link documents for last 30 years
10. Plan approved copy by municipality/layout approval/NOC under ULC act.

For Takeover of Loans from other Financial Institutions.

1. Loan sanction letter copy
2. Statement of loan account for the last 12 months
3. Certification of loan outstanding from the institution inclusive of prepayment charges
4. List of Original Documents held with Bank.