

DOCUMENT CHECKLIST

Security : Resale Flat / Shop / Office/ Collateral Security/ Property Mortgage Loan

Sr. No.	Documents required for Legal opinion
1.	Registered Agreement for sale executed between existing owner /vendor and applicant/s along with its Index II & Registration Receipt.
2.	Detailed search and title report from Bank's Panel advocate in respect of property for last 20 years showing devolvement of title in respect of subject property
3.	Registered Agreement & Possession letter issued by developer /Deed of assignment executed by previous owner/s in the name of present Seller alongwith RR and Index II
4.	N.A Order issued by Collector or Sub-divisional officer/competent authority.
5.	Commencement certificate issued by PMC/ PCMC/SDO/ PMRDA/ Collector of Pune/ Municipal Council / competent authority.
6.	Blue print of approved building plan such as floor plan, layout of building, First Plan showing statement of area under project (certified by Architect)or corporation.
7.	Completion/ Occupancy Certificate from PMC/ PCMC/ PMRDA/ Town Planning Authority/Municipal Council. Or issue by competent authority as per respective state Act.
8.	Builder NOC to Mortgage as per Bank's standard format if society /apartment condominium is not formed.
9.	If Apartment Condominium is formed then: 1. Deed of Declaration executed & registered by Owners/Lessee & Developer. 2. Deed of Apartment in respect of Flat/Shop/Office.
10.	If society is formed then : 1. Share certificate issued by society 2. NOC to mortgage issued by the Society.
11.	In case of takeover, following documents are required:- Foreclosure letter along with list of original title deeds with them.
12.	In case of property previously mortgaged with any another Bank/financial institution:- No dues certificate from the Mortgagee Bank.