**Checklist for purchase a Plot/Land and construction a house thereon**

1. Application form (Form No. HBL/NGIF/1).

2. Agreement from the member on non-judicial stamp paper of minimum value in state (Form No. HBL/ NGIF/ 2).

3. Letter of authorisation to NGIF with passport size photograph of the nominee duly attested by Commanding Officer/Officer in Charge on plain paper (Form No. HBL/ NGIF/ 3).

4. Affidavit of the nominee on form No. HBL/ NGIF/ 4 with passport size photograph of the nominee duly attested by Commanding Officer/Officer in Charge on plain paper.

5. Pre- Receipt (Form No. HBL/ NGIF/ 5) with Rs 1/- revenue stamp.

6. Latest Statement of Entitlement duly attested.

7. Agreement of purchase of plot. **(Original Registered Sale Deed must be submitted within 1 year of disbursement of 40% loan by NGIF).**

8. Photo copy of Registered Sale Deed/Conveyance Deed in favour of seller.

9. Original Non-Encumbrance Certificate issued by Sub-Registrar/Govt Pleader/Tehsildar after undertaking search of 13 years records. Alternatively Search Report/ Title Clearance Report for the same period by an Advocate with License no. of Advocate with proof of Search carried out.

***NOTE – ADDITIONAL DOCUMENTS TO BE FURNISHED IN CASE OF UNMARRIED OFFICER/SAILOR, RUNNING GOVERNMENT HOUSE BUILDING ADVANCE, PROPERTY JOINTLY HELD WITH SPOUSE***

16. Unmarried Officer/Sailors are to submit an additional Form No.: HBL/NGIF/7.

17. Letter to DPA in case of taking loan from the Government (Form No. HBL/ NGIF/ 8).

18. Affidavit from the spouse of the member, if the land/house/flat is jointly owned by the member and spouse indicating his/her willingness to mortgage of his/her property jointly as security for loan, by the applicant member duly approved by Commanding Officer or Notarized on Non Judicial Stamp Paper of minimum value.