

Checklist on identification and physical verification of the existing/ proposed immovable properties mortgaged / to be mortgaged as primary/ collateral Security

Physical verification of the properties mortgaged / to be mortgaged to the Bank must be meticulously carried out in cases of all loans as detailed below

Name of the Branch/ Business Unit:-

Name(s) of the Inspecting Officials:-

1.

2.

S. No.	Parameters	Details	Checked (Y or N)
1.	Name of the title holder of the property(ies)		
2.	Whether Borrower/s or Guarantor/s		
3.	Constitution of the Borrowers/ Guarantors		
4.	Description of documents scrutinized		
5.	Description of Property/ Properties (Address)		
	Survey / Door No.		
	Extent		
	Location		
	Boundaries	East	
		West	
		North	
		South	
6.	Location Details		
7.	Prominent landmark		
8.	Nearest Bus stop		
9.	Details of enquiries made with neighbours regarding ownership/valuation		

10. Critical aspects to be verified -

Properties to be accepted as security only if the answer is “Yes” to the following:

Particulars	Y/N
i) Is / Are the property (ies) identifiable?	
ii) Is / Are the property (ies) properly demarcated?	
iii) Is / Are the property (ies) accessible from the main road? (The property should be legally accessible through normal carriers to transport goods to factories / houses, as the case may be.)	

11. Extra care to be taken, if the answer to the following is “Yes” and proper mitigation / justifications to be provided.

S. No.	Particulars	Y/N	If yes (Mitigation/ Justification)
i.	Is / Are the property (ies) “Agricultural Land”?		
ii.	Is/Are the property (ies) used for running Hospital/ School/ College/ Old age homes?		
iii.	Is / Are the property (ies) situated in SEZ/EPZ/Forest /Coastal area?		
iv.	Is / Are the property (ies) tenanted before date of mortgage?		
v.	Is the Bank’s interest protected if the property (ies) is/are tenanted?		If No, (Mitigation/ Justification):
vi.	Is / Are there encroachments on the property (ies)?		
vii.	Is/ Are the area of the property (ies) and its boundaries are the same as given in the Title deed?		If No, (Mitigation/ Justification):
viii.	Will there be any impact on future realisability of properties due to existence of the neighbouring properties (e.g. burial ground etc)		

12. Extra care to be taken, if the answer to the following is “No” and proper mitigation / justifications to be provided.

Particulars	Y/N	If No (Mitigation/ Justification)
i) Is/Are the Property (ies) in possession of the Owner/ Title Holder?		

CERTIFICATE

- We confirm that we have personally visited the property to be accepted as Mortgage on _____ and certify that the details given in the TIR/property documents confirms to our finding.
- We have enquired the price of the property in the area and we found that our valuation in line with the trend and reasonable.
- We confirm that physical verification of the property has been conducted by us independently and a photograph (e.g. selfie) of the property has been taken as integral part of inspection and kept it with security documents. Digital date has been imprinted on the photograph.
- We confirm that there will be no issues in enforcing our security based on the information available as on date.

	CSO/Field Officer/ Authorised Officer	Relationship Manager/ Branch Head/Unit Head
Signature		
Name		
Designation		
Branch/Unit		
Date		