
(Name & Address of the Financial Agency)

Dear Sir,

HOME LOAN ACCOUNT NO. _____

IN THE NAME OF SHRI _____

**This has reference to the loan of Rs _____/-
(Rupees _____)
availed of by me/us for construction/purchase/ extension/renovation/repairs
(delete whichever is not applicable) on property situated at _____
Please confirm the total outstanding amount due and payable by me/us to you
in the above account as on _____(prospective month & date).**

Your dues under the above loan would be repaid by the State Bank of India, _____ branch and upon payment of which, I/we authorise you to deliver all the title deeds deposited with you by way of mortgage by deposit of the title deeds as specifically stated in Schedule 'A' hereunder together with all other securities furnished by me/us which are specifically stated in Schedule 'B' hereunder (delete if not applicable) to you at the time of availing the captioned loan, to the authorised representative of State Bank of India, _____ branch. You are requested to hand over any other documents/title deeds held by you on my/our behalf to the said representative of State Bank of India.

I/We also authorise you to disclose information with regard to the above loan to State Bank of India, as may be desired by them. A statement of the loan account may also be furnished to them.

Please note that on receipt of such payment, all charges including the mortgage created in your favour would be deemed to have been redeemed and/or discharged.

Thanking you,

Yours faithfully,

(_____)

Schedule – 'A'

Schedule – 'B'

Annexure-HL- O
(REQUEST –II)

(Name and address of the Bank/SBI)

No. _____

Dated _____

Dear Sir,

Sub : _____
(Details particulars should be given)

I/We am/are enclosing the copies of the letters addressed to _____
_____(existing financial agency).

I/We request you to repay my/our outstanding dues for an amount of Rs _____/-
(Rupees _____)
due and payable by me/us to the _____ (existing financial agency) as on
_____ by disbursing from the loan amount sanctioned to me/us for the above
Home Loan account. I/We authorise you and your representative to obtain delivery of all the
title deeds and other security documents (if not applicable please delete) from the _____
_____ (existing financial agency) as stated in the letter dated _____.
written to _____ (existing financial agency).

Yours faithfully,

Address: _____

Encl: as stated

(Name and address of the F.A.)

No. _____

Dated: _____

HOUSING FINANCE

MR./MRS./MS./ _____

HOME LOAN ACCOUNT NO _____

WITH YOUR INSTITUTION

We forward herewith a copy of letter dated _____ addressed to you by
Mr./Mrs./Ms. _____ advising you to deliver the title deeds of
the property mortgaged to you and detailed therein, together with all other securities as stated
therein, in connection with the captioned loan account, to State Bank of India _____
_____ branch, upon receipt of the outstanding dues on the captioned account.

- a) Enclosed is our Bankers cheque for Rs. _____ drawn in your favour
being the outstanding dues of your Institution as on _____ in respect of the
captioned loan account in full and final satisfaction thereof.
- b) Please note that this amount of Rs. _____ is to be specifically appropriated
towards liquidation of dues in the captioned Home Loan account of
Mr./Mrs./Ms. _____. It should not be appropriated by you
towards or set off against any other debt or liability due or owing to you by
Mr./Mrs./Ms. _____ (name of the borrower).
- c) It may also please be noted that our Bank has right to call back the amount if you
fail to deliver the original title deeds and the securities as stated above to Shri
_____ an official in SBI _____. Branch,
who has been authorised to receive the said documents/title deeds/securities.
- d) Signature of Shri _____ hereunder is attested.
- e)

Yours faithfully,

Signature of Shri _____
(Attested by Branch Manager)

Encl. – 1. Letter Copy
2. Bankers Cheque.

**UNSTAMPED LETTER OF UNDERTAKING TO BE SUBMITTED BY
PROSPECTIVE BORROWER(S) IN CASE OF TAKEOVER OF HOME LOAN**

To:
State Bank of India

Date: _____

Dear Sir,

REQUEST FOR TAKE OVER OF HOME LOAN
HOME LOAN ACCOUNT NO. _____

NAME OF THE PRESENT LENDER: _____

Please refer to my /our Home Loan application dated _____ where in I/we have requested your Bank to Takeover my/our Home Loan Account No _____ with _____ (Name of the present lender) by repaying my/our outstanding dues in the said Home Loan Account. As State Bank of India is Processing my/our request, I/we declare, undertake and agree as follows:-

- (i) That I/we undertake to abide by the Terms and Conditions governing the Home Loan Scheme of State Bank of India.
- (ii) I/We declare that I/we have serviced interest and/or principal of the existing Home Loan Account regularly as per the terms of sanction.
- (iii) I/We declare that I/we have created a valid charge/mortgage in favour of (_____) Name of the present lender) on the residential unit proposed to be financed by State Bank of India by way of Takeover and the details of the said residential unit is as described below in this undertaking letter. This apart, I/we hereby confirm that I/we have not created any other charge/mortgage on the same residential unit to any Bank, Financial Institution or Individual. I confirm that the only charge/ mortgage on the above residential unit is charge/ mortgage in favour of _____ (Name of the present lender) for an amount of _____,availed by way of Home Loan.
- (iv) I/We irrevocably undertake that after the outstandings in my/our above mentioned Home Loan is fully repaid by the State Bank of India, I/We shall take every necessary initiative to ensure that the original Title deeds and other documents are collected from _____ (Name of the present lender) as early as possible and in any case not later than 30 days from the date of disbursement of loan by State Bank of India for closure of the above mentioned Home Loan Account. I/We also indemnify State Bank of India for any

losses that may arise due to their acceding to my/our request in Taking over the aforesaid Home Loan Account.

- (v) I/We also irrevocably undertake that I/we shall create a valid charge/mortgage in favour of State Bank of India as Security for the Loan taken over, immediately on collection of original Title deeds and other related documents from _____ (Name of the present lender) in respect of the residential property, the details of which are shown herein below:-

DESCRIPTION/ADDRESS OF THE PROPERTY

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Yours faithfully,

1. _____
Borrower

2. _____
Borrower

3. _____
Borrower.