

**LETTER TO BE OBTAINED FROM THE BUILDER ON HIS LETTER PAD**

**To**

Indian Bank  
Branch :.....

Dear Sir,

We confirm that we have agreed to sell a house / flat to Shri/Smt/Kum.....

Particulars of which are as under :

House / Flat No.....Block No.....Floor No.....Door No,.....

For a total consideration of Rs.....as per agreement dated a copy of which is enclosed.

a. Area of the Flat.....b. Rate : Rs..... per Sq. Ft.

The buyer has to make payment as under :

Cost of land (undivided Share)                      Rs.....

Cost of construction                                      Rs.....

Total cost of flat    Rs.....

1. We understand the Indian Bank will disburse the loan amount in instalments, depending on the stage of construction and submission of proof of utilisation of earlier instalments.
2. We certify that
  - i. We have obtained necessary permission / approval / sanction for construction of flats in the said building from the Competent authority, vide sanction No.....dated.....of.....
  - ii. The construction of the building and of the flat sold / agreed to be sold is carried out in accordance with the approval vide sanction No.....dated .....of .....
  - iii. We confirm that we have no objection whatsoever to Shri/Smt/Kum.....mortgaging the house /flat to Indian Bank as security for the amount advanced / to be advanced by the Bank.
  - iv. The title of the said land and the building thereto is valid clear, marketable and free from all encumbrances.
3. We enclose a sketch showing the pattern of the numbering of the block/building/Floor and the flats.
4. We enclose the copy of the working drawing of the construction as AT SITE.
5. We enclose Xerox copies of the Building Approval and Planning permit.
6. We enclose Xerox Copies (Two) of the Approved Building Plan complete set including site plan and key plan with the Applicant's flat shared in red.
7. We have not borrowed from any financial institution for purchase of land or construction of building and have created or will not create any encumbrances on the house /flat allotted to him / her during the currency of the loan sanctioned / to be sanctioned by the Bank to him / her.
8. We undertake to inform and give proper notice to Co-operative Housing Society as and when formed about the flat being so mortgaged and also request the said Society to send the Share Certificate issued in favour of the purchaser directly to Bank.

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**Signature of Builders/Representatives**

Enclosure :

1. Sketch showing the pattern of numbering of Flats.
2. Working drawing.
3. Site Plan and Key Plan
4. Building and Planning Permit(copy) Signature.