

# Documents & Charges

## Home Loan Documents

### for Salaried individuals

For home loan approval, you need to submit the following documents for all applicants / co-applicants along with the completed and signed home loan [application form](#).

### Proof of both Identity and Residence (KYC)

- Pan Card (Mandatory document for KYC)
- **Passport**
- **Voter Id**
- **Driver License**

### Proof of income

- Last 3 months' Salary Slips
- Last 6 months' Bank Statements, showing salary credits
- Latest Form-16 and IT returns

### Property related documents

#### **For New Homes:**

- Copy of the Allotment Letter / Buyer Agreement
- Receipt/(s) of payment/(s) made to the developer

#### **For Resale Homes:**

- Title Deeds including previous chain of the property documents
- Receipt/(s) of initial payment/(s) made to the seller
- Copy of the agreement to sell (if already executed)

#### **For Construction:**

- Title Deeds of the Plot
- Proof of no encumbrances on the property
- Copy of the plans, approved by the Local Authorities
- Construction estimate by an Architect / Civil engineer

## **Other Documents for Home Loan**

- Own Contribution Proof
- Employment Contract / Appointment Letter in case current employment is less than year old
- Last 6 months' Bank Statements showing repayment of any ongoing loans
- Passport size photograph of all the applicants / co-applicants to be affixed on the Application form and signed across.
- Cheque for processing fee favouring HDFC Ltd.

All documents to be self attested. The above list is indicative in nature and additional documents can be asked for.

## **Home Loan Charges and Fees**

### **for Salaried individuals**

Here is an indicative list of the home loan fees and charges/ outgoing that are payable depending on the nature of the loan availed (\*):

### **Home Loan Processing Fees & Charges**

#### **Processing Fees**

Up to 0.50% of the loan amount or ₹3,000 whichever is higher, plus applicable taxes.

#### **Fees On Account Of External Opinion**

Fees on account of external opinion from advocates/technical valuers, as the case may be, is payable on an actual basis as applicable to a given case. Such fees is payable directly to the concerned advocate / technical valuer for the nature of assistance so rendered.

#### **Property Insurance**

The customer shall pay the premium amounts directly to the insurance provider, promptly and regularly so as to keep the policy / policies alive at all times during the pendency of the loan.

#### **Charges On Account Of Delayed Payments**

Delayed payment of interest or EMI shall render the customer liable to pay additional interest up to 24% per annum.

#### **Incidental Charges**

Incidental charges & expenses are levied to cover the costs, charges, expenses and other monies that may have been expended in connection with recovery of dues from a defaulting customer. A copy of the policy can be obtained by customers from the concerned branch on request.

## Statutory / Regulatory Charges

All applicable charges on account of Stamp Duty / MOD / MOE / Central Registry of Securitisation Asset Reconstruction and Security Interest of India (CERSAI) or such other statutory / regulatory bodies and applicable taxes shall be borne and paid (or refunded as the case may be) solely by the customer. You may visit the website of CERSAI for all such charges at [www.cersai.org.in](http://www.cersai.org.in)

## Other Charges

Type	Charges
Check Dishonour Charges	₹200**
List Of Documents	Up to ₹500
Photo Copy Of Documents	Up to ₹500
PDC Swap	Up to ₹200
Disbursement Cheque Cancellation Charge Post Disbursement	Up to ₹200
Re-Appraisal Of Loan After 6 Months From Sanction	Up to ₹2,000 plus applicable taxes
Increase / Decrease In Loan Term	Up to ₹500 plus applicable taxes

## Home Loan Prepayment Charges

<b>A. Adjustable Rate Loans (ARHL) and Combination Rate Home Loan (“CRHL”) during the period of applicability of the Variable Rate of interest</b>	<p><b>a) For Individual Borrowers:</b></p> <p>For all loans sanctioned only to individual borrowers, no prepayment charges shall be payable on account of part or full prepayments made through any sources.</p> <p><b>b) For Other than Individual Borrowers</b> - For loans sanctioned with company/ Sole Proprietorship Concern/Firm or an HUF as co-applicants:</p> <p>i. In case the loan is prepaid within the first six (6) months from the date of first disbursement, Prepayment Charges shall be levied at a rate of 2 % plus taxes and statutory levies and</p>
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	<p>charges, of the amounts being so prepaid;</p> <p>ii. Upon the expiry of the first six (6) months and up till 36 months, the borrower shall have the option to prepay up to 25% of the opening principal amount every financial year, of the loan, without any prepayment charges. Such prepayments would need to be made from the own sources* of the Borrower.</p> <p>Any amounts prepaid in any financial year in excess of the 25% threshold shall attract prepayment charges at 2% of the amounts being so prepaid in excess of 25% every financial year.</p> <p>Upon the expiry of 36 months, no prepayment charges will be applicable if the loan is prepaid from own sources. However should the loan be prepaid through refinance the borrower shall be liable to pay prepayment charges.</p> <p>c) The customer will be required to submit such documents that HDFC may deem fit &amp; proper to ascertain the source of funds at the time of pre-payment of the loan.</p> <p>*the expression "own sources" for this purpose means any source other than borrowing from a Bank/HFC/NBFC or Financial Institution.</p> <p>The prepayment charges as mentioned above are as on date of execution of this loan agreement, however they are subject to change as per prevailing policies of HDFC and accordingly may vary from time to time. Customers are requested to refer to <a href="http://www.hdfc.com">www.hdfc.com</a> for the latest charges applicable on prepayments.</p>
<p><b>B. Fixed Rate Loans (“FRHL”) and Combination Rate Home Loan (“CRHL”) during the period of applicability of the Fixed Rate of interest</b></p>	<p><b>a) For Individual Borrowers:</b></p> <p>For all loans disbursed, the prepayment charge shall be levied at the rate of 2%, plus applicable taxes and statutory levies and charges, of the outstanding amounts being so prepaid through refinance from any Bank/HFC/NBFC or Financial Institution (such amounts shall include all amounts prepaid during the given financial year) and not through own sources* and shall be applicable to all partial or full prepayments.</p> <p><b>b) For Other than Individual Borrowers</b> - For loans sanctioned with company/ Sole Proprietorship Concern/Firm or an HUF as co-applicants:</p> <p>I. In case the loan is prepaid within the first six (6) months from the date of first disbursement, Prepayment Charges shall be levied at a rate of 2 % plus taxes and statutory levies and charges, of the amounts being so prepaid;</p>

	<p>II. Upon the expiry of the first six (6) months and up till 36 months, the borrower shall have the option to prepay up to 25% of the opening principal amount every financial year, of the loan, without any prepayment charges. Such prepayments would need to be made for the own sources of the Borrower.</p> <p>Any amounts prepaid in excess of the 25% threshold shall attract prepayment charges at 2% of the amounts being so prepaid in excess of 25% every financial year.</p> <p>Upon the expiry of 36 months, no prepayment charges will be applicable if the loan is prepaid from own sources. However should the loan be prepaid through refinance the borrower shall be liable to pay prepayment charges.</p> <p>c) The customer will be required to submit such documents that HDFC may deem fit &amp; proper to ascertain the source of funds at the time of pre-payment of the loan.</p> <p>*the expression "own sources" for this purpose means any source other than borrowing from a Bank/HFC/NBFC or Financial Institution.</p> <p>The prepayment charges as mentioned above are as on date of execution of this loan agreement, however they are subject to change as per prevailing policies of HDFC and accordingly may vary from time to time. Customers are requested to refer to <a href="http://www.hdfc.com">www.hdfc.com</a> for the latest charges applicable on prepayments.</p>
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### **Home Loan Conversion Fees**

We offer our existing customer the option to reduce the applicable interest rates on the Home Loan (by changing the spread or switching between schemes) through our Conversion Facility. You can take advantage of this facility by paying a nominal fee and opt for either reducing your monthly instalment (EMI) or loan tenure. Terms and conditions apply. To avail of our Conversion Facility and to discuss the various available options either [click here](#) to allow us to call you back or log on to our [Online Access for Existing Customers](#), to get your Home Loan account information 24x7. The following options of conversion are available to an existing customer of HDFC:

<b>Name of the Product/Service</b>	<b>Name of Fee/Charge levied</b>	<b>When Payable</b>	<b>Frequency</b>	<b>Amount in Rupees</b>
<b>Switch to Lower Rate in Variable rate Loans (Housing / Extension / Improvement)</b>	<b>Conversion Fees</b>	<b>On Conversion</b>	<b>On every Spread</b>	<b>Upto 0.50% of the Principal Outstanding and</b>

			change	undisbursed amount (if any) at the time of Conversion or a cap ₹50000 plus taxes whichever is lower.
Switching to Variable Rate Loan from Fixed Rate Loan (Housing / Extension / Improvement)	Conversion Fees	On Conversion	Once	Upto 0.50% of the Principal Outstanding and undisbursed amount (if any) at the time of Conversion or a cap ₹50000 plus taxes whichever is lower.
Switch from Trufixed fixed rate to Variable rate	Conversion Fees	On Conversion	Once	1.75% of the Principal Outstanding and undisbursed amount (if any) plus taxes at the time of Conversion.
Switch to Lower Rate (Non-Housing Loans)	Conversion Fees	On Conversion	On every Spread change	Half of the spread difference on the principal outstanding and undisbursed amount (if any) plus taxes, with a minimum fee of 0.5% and Max. 1.50%.
Switch to Lower Rate (Plot Loans)	Conversion Fees	On Conversion	On every Spread	0.5% of principal outstanding and

			change	undisbursed amount (if any) plus taxes at the time of Conversion.
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*(\*) the contents of the above are subject to change from time to time and the levy of the same shall be at such rates as may be applicable as on the date of such charge.*

*\*\*Conditions apply.*

## **Home Loan Repayment Options**

### **for Salaried individuals**

#### **Step Up Repayment Facility (SURF)**

SURF offers an option where the repayment schedule is linked to the expected growth in your income. You can avail a higher amount of loan and pay lower EMIs in the initial years. Subsequently, the repayment is accelerated proportionately with the assumed increase in your income.

#### **Flexible Loan Installments Plan (FLIP)**

FLIP offers a customized solution to suit your repayment capacity which is likely to alter during the term of the loan. The loan is structured in such a way that the EMI is higher during the initial years and subsequently decreases in proportion to the income.

#### **Tranche Based EMI**

If you purchase an under construction property you are generally required to service only the interest on the loan amount drawn till the final disbursement of the loan and pay EMIs thereafter. In case you wish to start principal repayment immediately you may opt to tranche the loan and start paying EMIs on the cumulative amounts disbursed.

#### **Accelerated Repayment Scheme**

This option provides you the flexibility to increase the EMIs every year in proportion to the increase in your income which will result in you repaying the loan much faster.

#### **Telescopic Repayment Option**

With this option you get a longer repayment tenure of up to 30 years. This means an enhanced loan amount eligibility and smaller EMIs.

