



**DISBURSEMENT REQUEST FORM FOR
FIRST / SUBSEQUENT / FINAL INSTALMENT**

Date _____

HDFC File Number : _____

Name of the borrower : _____

Stage of Construction* : _____
(In case of self construction/extension/
improvement loans)

* To enclose demand letter from
authority/builder/society in direct purchase cases

* enclose certified true photograph of the
house for outstation construction cases

Disbursement Amount requested : Rs. _____

Disbursement Cheque Details
required - In favour of : _____

- Payable at : _____

- Bank name : _____

- Saving Bank Account No. : _____

Date by which disbursement required : _____

Tel. No. of the borrower _____

(_____)
Signature of the borrower

Dear Customer,

File No _____

1. The borrower and co-borrower/s, if any, are required to visit our office at the time of 1st disbursement of the loan to sign the loan documents, and at the time of signing Supplemental loan documents in case of enhancement of loan after first disbursement.
2. You shall be required to pay Pre-EMI interest for the month when the first or subsequent disbursement takes place, on the amount/s disbursed. Please bring 4 blank cheques if only PART AMOUNT is being disbursed.
3. Please bring 36 postdated cheques for EMIs on the date of final disbursement and ensure that there are no Pre-EMI arrears in your account. In case you are opting for Electronic Clearing facility(ECS) please bring 5 blank cheques along with you.
4. Please ensure that your own contribution (Total cost - HDFC loan) has been paid/spent in full before the disbursement request is made.
5. The date of disbursement shall be fixed only after Legal & Technical clearance of the property financed and after the applicable Fees/Service Tax has been received in full.

for HOUSING DEVELOPMENT FINANCE CORPORATION LIMITED

Authorised Signatory

Date:

Office: _____