

LIC Housing Finance Ltd.  
Royal Palace Building, Link Rd,  
Kozhikode, Kerala 673002

Annexure- HL-O  
(REQUEST-I)

(Name & Address of the Financial Agency)

Dear Sir,

HOME LOAN ACCOUNT NO. ....  
IN THE NAME OF SHRI **Shijith Kumar C & Sinimol P.V.**

**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 Vythiri, Wayanad. 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'

.....  
.....

(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 ..... (financial agency) & the confirmation letter dated ..... received from them.

I/We request you to repay my/our outstanding dues for an amount of Rs..... (Rupees .....) due and payable by me/us to the .....(FA) 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 ..... (financial agency) as stated in the letter dated .....written to ..... (financial agency).

Yours faithfully,

Address :

Encl. : As stated

II

III -----

.....  
.....

(Name and address of the F.A.)

No.

Dated.....

HOUSING FINANCE  
MR./MRS./MS./ .....  
HOME LOAN ACCOUNT NO.....  
WITH YOUR INSTITUTION  
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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.

Yours faithfully,  
Signature of Shri.....

.....  
(attested by Branch Manager)

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