

PROCEDURE FOR RELEASE OF PROPERTY DOCUMENTS TO THE LEGAL HEIRS IN THE EVENT OF DEMISE OF THE SOLE BORROWER OR JOINT BORROWER.

Following documents to be submitted by the Joint owner/ Claimant to their respective branch for processing of death claim and release of property documents to the Legal Heirs/ Joint owner.

1. Request letter from the claimant / Joint Owner for release of original property documents. (Pls refer 2nd page)
2. Copy of Death Certificate to be self attested by the claimant (Original to be verified by the branch)
3. KYC documents, viz PAN Card & Aadhar Card of the Claimant and all the legal heirs (including the Witness/ guarantor).
4. Letter of Disclaimer **from all the Legal heirs** duly franked for Rs. 200/- and notarized OR franking to be done as per prevalent stamp duty rate and as per amended Official Gazette notification"
5. Letter of Indemnity **from the joint Owner / Claimant** duly franked for Rs. 200/- and notarized OR franking to be done as per prevalent stamp duty rate and as per amended Official Gazette notification"
6. KYC documents should be self-attested by the Joint Owner / Claimant, all the legal heirs and witness. Same should be verified with originals by the Branch officials.
7. Copy of Ration Card. (self attested by Claimant).

REQUEST LETTER FROM JOINT OWNER OF THE PROPERTY / CLAIMANT

To,
The Manager,
Greater Bombay Co-op Bank Ltd
_____ Branch

Date : _____

SUB : CLAIM APPLICATION FOR OBTAINING ORIGINAL PROPERTY DOCUMENTS

Loan a/c _____ in the name of _____

Sir / Madam,

This is to inform you that my (father / mother/ son / daughter/ sister), late Mr/Mrs. _____ died on _____ leaving behind following legal heirs.

- 1)
- 2)
- 3)
- 4)
- 5)

He / She had availed Housing /Mortgage loan/ OD of Rs. _____ in the name of _____. The said loan / OD has been fully repaid by us on _____. Bank statement is enclosed herewith.

I, the undersigned , Shri/Smt. _____ husband/wife/ claimant of the deceased thus request you to handover the original property documents to me . Death certificate / Indemnity / letter of disclaimer from all the legal heirs is enclosed herewith.

Thanking you,

Yours faithfully

(_____)

CLAIMANT