

Take over of Loans
Branch Letter to Borrower's existing Financial Institution enclosing cheque for the
outstanding taken over

(Name & Address of Financial Agency)

File / Ref No: _____

Date: _____

Housing Finance
Mr. / Mrs. / Ms. _____
Housing Loan Account No: _____
With your Institution

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 there in, together with all other securities as stated there in. branch, upon receipt of the outstanding dues on the captioned account.

2. Enclosed is our Bankers cheque for Rs. _____ drawn in your favor being the outstanding dues of your Institution as on _____ in respect of the captioned loan account in full and final satisfaction thereof.

3. Please note that this amount of Rs: _____ is to be specially appropriated towards liquidation of dues in the captioned housing loan account of Mr./Mrs./Ms _____ It should not be appropriated by you towards or set off against any other debit or liability due or owing to you by Mr./Mrs./Ms _____ (Name of the Borrower).

4. 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 Sri. _____ An official in SBI _____ Branch, who has been authorized to receive the said documents/ title deeds/ securities.

5. Signature of Sri. _____ here under is attested.

Yours faithfully,

BRANCH MANAGER

(Signature of Sri _____)