

To
The Principal Secretary/ Joint Secretary,
Department of Urban Development & Municipal Affairs,
Government of West Bengal,
NAGARAYAN
DF-8, sector-I, Salt Lake City,
Kolkata – 700 064

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**Sub : Application seeking NOC towards Mortgage in respect of Plot no. _____,
Block _____, Sector I/ II/ III/V, Salt Lake City, Kolkata 700 _____**

Sir/Madam,

We would like to draw your kind attention that _____ (Name of the lessee/Assignee) is hereby applying for a loan by mortgaging _____ (Unit/Building/lease hold right) for the purpose of _____ with _____ (Name of the Nationalized Bank/Private Bank(Approved by RBI) and address)

Thanking you,

<u>History of Mortgage</u>			
Name of the Bank	Loan amount (Rs.)	Permission order of the Department	Present status of the loan

Yours faithfully,

1)

2)

[Signature of applicant(s)]

Enclosures :

- 1) Certified copy of lease deed/deed of assignment
- 2) Consent letter from Bank mentioning the project and the loan amount to be sanctioned .
- 3) DPR of the project duly vetted by the competent authority
- 4) Current market value of the property of the lessee/assignee from the ADSR, Bidhannagar
- 5) An affidavit by the leesee/assignee for no due certificate.
- 6) Valuation of the property assessed by the concerned bank.