

**CHECKLIST/PROCEDURE FOR RELEASE OF PROPERTY AFTER CLOSURE OF LOANS**

**1.) Request for all the original documents from the Lender.**

If Loan is a secured loan, where the property functions as collateral against the loan amount, the original property documents are with the loan provider throughout the loan tenure. After the Loan Closure, the first thing you should do is request for all your original documents, like Title Deed, Sale Deed, Loan Agreement, and Power of Attorney, from the lender.

After receiving these documents, ensure that everything is in good condition and none of the documents are missing. As per the RBI regulations, the loan provider should return all the original movable/immovable property documents and remove charges registered with any registry within a period of 30 days after full repayment/settlement of the loan account.

The Borrower shall have the option of collecting the original movable/immovable property documents either from the banking outlet/branch where the loan account was serviced or any other office of the RE where the documents are available, as per her/his preference.

**2.) Collect NDC from the Loan Provider.**

After closing the Loan, your loan provider will give you an NDC (**No Dues Certificate**). This Certificate confirms that you've fully repaid the loan and the Lender no longer has any legal claim to the property.

Carefully check all the details, like your Name, Property address, Loan amount, Loan Account Number, starting and closing date of the loan, etc., on the Certificate to avoid any discrepancies.

**3.) Release of all movable/immovable property documents to the legal heirs in case of demise of sole borrower or joint borrowers.**

- a.) An application must be submitted by the legal heir/'s in case of demise of borrower/joint borrowers claiming the documents of movable/immovable property.
- b.) Produce Death Certificate of Borrower or Joint Borrowers as the case may be.
- c.) Provide Succession Certificate/Legal heirs certificate from the appropriate government authorities.
- d.) Produce NOC or authority letter from the family members of Borrowers or Joint Borrowers.
- e.) Provide Indemnity Bond to handover original documents of property in the format prescribed by the bank.
- f.) Bank may ask for other relevant proofs to establish the claims of legal heirs.

## THE VIJAY CO OPERATIVE BANK LTD

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### 4.) Remove Property Lien/Charge.

The Lender has a Lien or 'Right to Possession' on the property, to ensure that you are unable to sell the property, while the loan is still being repaid.

After the loan repayment, the lien can be removed by visiting the local Registrar's Office. A Bank representative will also accompany you to the Registrar's office to complete the formalities. Note that you'll not be able to sell the property even after closing the loan if the lien is not removed.

### 5.) Get an updated Non-Encumbrance Certificate.

The Non-Encumbrance Certificate of property has detailed information related to all the property transactions. For example, when a Loan is being repaid, the Certificate shows an outstanding loan on the property.

After the closure of the Loan Account, the Non-Encumbrance Certificate should be updated accordingly. This can be done by visiting the Sub-Registrar's Office along with the NDC.

It can also be applied online through <https://iora.gujarat.gov.in>

### 6.) Update the Credit Score

It can take up to a month for your Lender to send the Closure of Loan confirmation to the Credit Bureaus, after which your [Credit Score](#) will be updated accordingly.

After about a month, check your Credit Report to verify whether or not the score is updated. You can contact your Lender if the same does not reflect in your Credit Report, after a month.

Chief Executive Officer  
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