



CAPGRO CORE LLP

Mortgage & Real Estate Solutions

'A CAPGRO GLOBALX Pvt Ltd VENTURE'

PREMIUM CLIENT CHECKLIST MORTGAGE & REAL ESTATE SOLUTIONS

Applicant Name: _____

Property / Project: _____

Estimated Loan
Requirement: _Rs._____

INTRODUCTION: The CAPGRO Standard

To provide you with our trademark seamless, professional service, we require a few foundational documents. This checklist is designed to help you organize your records efficiently.

Instruction: Please check the box next to each document once you have gathered it for submission. Our team is available to assist you with digital scanning if required.

 (Head Office) 411. Samarth Vaibhav, Opp. Yamuna Nagar, Oshiwara, Andheri West, Mumbai 400053, India / Dubai address - Bur Dubai, Dubai, UAE

 Email: enquiry@capgroglobalx.com  Web: www.capgroglobalx.com

 WhatsApp Message: +91 9769025566  BOTIM Call: +971 554871561 (Dubai)

FUNDAMENTAL DOCUMENTS (All Applicants)

These are required from all applicants, co-applicants, and guarantors. Personal Records (KYC)

- ☐ Primary ID: Duly self-attested copies of your mandatory PAN Card.
- ☐ Secondary ID & Address Proof: self-attested copies of your Aadhaar Card or valid Passport. (Must match the present address listed on the application).
- ☐ Photographs: 2 recent passport-sized photographs (signed across the back).
- ☐ Processing Fee Cheque: To initiate legal and technical property valuation.

Property Documentation (Initial Assessment)

If a property has already been identified, please provide:

- ☐ Primary Agreement: A copy of the Allotment Letter, Buyer Agreement, or Sale Deed.
- ☐ Payment Records: Receipts for any payments already made to the developer or seller.

RECENT CREDIT & FINANCIAL LIABILITIES (All Applicants)

- ☐ Credit Report Authorization: A signed consent form authorizing CAPGRO CORE to fetch your CIBIL (or relevant foreign credit bureau) report.
- ☐ Existing Loan Details: Duly self-attested copies of sanction letters for any significant ongoing personal loans, car loans, or home loans you are servicing.

SALARIED INDIVIDUALS

This section is for applicants employed with established corporate, government, or public sector entities.

Income Verification

- ☐ Salary Slips: Duly self-attested copies of your last 3 months' salary slips (must show all allowances and deductions).
- ☐ Official Tax Form: self-attested copy of your latest Form 16 (showing TDS deductions).
- ☐ Income Tax Returns (ITR): self-attested copies of your ITR filings for the last 2 fiscal years.

Banking Records

- ☐ Primary Account Statement: self-attested copy of your main Salary Account bank statement for the last 6 months (showing salary credits).
Employment Track Record
- ☐ Appointment Letter: self-attested copy of your current employment letter (or relieving letter if present job is <1 year old).

SELF-EMPLOYED (Professionals & Business Owners)

Income Verification (Personal & Business)

- ☐ Comprehensive Tax Returns: Duly self-attested copies of your latest 3 years' Personal ITR filings.
- ☐ Profit & Loss Statement: self-attested copy of your latest 3 years' CA-certified Balance Sheet and P&L account.
- ☐ Audit Report: (If applicable) copy of your latest 2 years' Tax Audit Report.

Banking Records

- ☐ Business Operating Account Statement: self-attested copy of your main Current Account bank statement for the last 12 months (Business).
- ☐ Primary Savings Account Statement: self-attested copy of your personal Savings Account bank statement for the last 6 months.

Business Profile & Legitimacy

- ☐ GST Registration: self-attested copy of your GST certificate and filings (last 1 year).
- ☐ Business Profile Note: A brief, executive summary describing your business model and mentioning 3-5 major clients/contracts.

NON-RESIDENT INDIANS (NRI)

This section is for Indian citizens or PIOs residing abroad. Banks look for consistent remittance tracks and clear global financial standing. All foreign language documents must be translated into English by a certified translator.

Identity & Foreign Status Proof

- ☐ Status Verification: self-attested copies of your Valid Passport (Mandatory), Visa, and Work/Residence Permit.
- ☐ Foreign Address Proof: self-attested copy of a recent utility bill, bank statement, or property document from your foreign country of residence.

Income Verification (Overseas)

- ☐ Official Income Proof: self-attested copies of your last 6 months' salary slips or employment contract showing salary details.
 - ☐ Overseas Tax Records: self-attested copy of your latest overseas income tax filing.
-

Banking Records

- ☐ Foreign Remittance Account: self-attested copy of your last 6 months' overseas bank statement (the account receiving your salary).
- ☐ Indian NRE/NRO Account: self-attested copy of your last 6 months' NRE or NRO bank account statements.

Indian Coordination

- ☐ Power of Attorney (PoA): A consularized or notarized copy of the PoA appointing a local person in India to coordinate signatures (specific bank format may apply).
-



CAPGRO CORE LLP

Mortgage & Real Estate Solutions

'A CAPGRO GLOBALX Pvt Ltd VENTURE'

NOTES TO APPLICANT:

1. Self-attestation means signing a photocopy to confirm it is a true copy.
2. Please provide documents in a clear PDF format via email or physical photocopies to your CAPGRO consultant.
3. Upon receipt, a detailed legal and technical due diligence report on the property will be conducted to finalize the sanction amount.

CLIENT DECLARATION on HIS / HERs LETTERHEAD

I, _____, hereby declare that the documents checked and submitted above are true, complete, and correct to the best of my knowledge.

Client Signature: _____

Date: ____ / ____ / ____

 (Head Office) 411. Samarth Vaibhav, Opp. Yamuna Nagar, Oshiwara, Andheri West, Mumbai 400053, India / Dubai address - Bur Dubai, Dubai, UAE

 Email: enquiry@capgroglobalx.com  Web: www.capgroglobalx.com

 WhatsApp Message: +91 9769025566  BOTIM Call: +971 554871561 (Dubai)