

To,

Date: _____

The Manager,
HDFC LTD.,
HDFC House,
3-6-310, Hyderguda Main Road,
Basheerbagh,
Hyderabad-500 029

Sub: - Processing Fee & Refund Policy

This is to inform you that I/we have applied for a home loan from your organization and have submitted the required **credit/income documents** to you for loan assessment.

I/We understand that the loan offer, if made, would be valid for **six months** from the date of offer and the disbursement of the loan amount shall be subject to the **legal and technical clearance** of the identified property to the satisfaction of HDFC LTD.

I/We am/are also aware that out of the processing fee paid by me/us a minimum amount of Rs. 3,000/- (plus Taxes) in case of Salaried applicant for Home Loan, NRI Loan, Top up loan and Rs. 4,500/- (plus Taxes) for an salaried Equity Loan as well as a minimum amount of Rs. 4,500/- (plus Taxes) in case of Self employed applicant for Home Loan/Equity Loan shall be retained by HDFC Ltd on account of the administrative expenses incurred by HDFC in case the loan is not approved by HDFC Ltd for any reason whatsoever. The above retention will be per application made.

Also, no refund shall be made by HDFC Ltd in case the loan is approved but not disbursed due to Non clearance of the property Legally & Technically or in case I/we do not wish to avail the loan for any reason whatsoever.

I am also aware that the Processing fee cheque given by me shall be sent for clearance immediately upon the submission of the application form.

Thanking You,

Yours Truly,

(Borrower)

(Co-Borrower/s)