

To,

The District Housing Officer,

Subject: - Issuance of Non-receipt of Loan Certificate.

Sir/Madam,

I have the honour to request you to issue "Non-receipt of Loan Certificate" of the effect that neither my wife/husband nor myself has taken Housing Loan from you Department. NECESSARY PARTICULARS ARE AS FOLLOWS:

1. Name of the applicant (in full):
2. Applicant's Occupation:
3. Name of the Office and Designation:
4. Permanent Address:
5. Location of the Land for proposed Construction:
6. Development Block:
7. Name of the applicant's husband/wife/mother (if single):
8. Occupation if in service, give designation and name of Office:
9. Permanent Address:

(Documents to be enclosed):

1. *Marriage Certificate*
2. *EPIC Card*
3. *Residency Certificate*
4. *Spouses Passport Size Photography*
5. *Photocopy of land documents*

I do hereby declare that the information is true to the best of my knowledge and belief.

Dated...../...../.....

Yours Faithfully

(Signature of the applicant)