

Lease rental discounting document checklist

For owners of offices, shops, warehouses and other commercial property already leased to a tenant. Lenders look at the lease and the tenant as closely as the property, so bring what applies to your lease.

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01 Owner KYC

- ☐ PAN and Aadhaar of all owners
- ☐ Address proof, if different from Aadhaar
- ☐ Constitution documents, if a firm or company owns the property
- ☐ Signed application form and photographs

02 Lease and tenant

- ☐ Registered lease deed or leave and licence agreement
- ☐ Tenant's name, constitution and contact details
- ☐ Tenant's latest financials or credit rating, if available
Lenders weigh how dependable the tenant is.
- ☐ Rent invoices or receipts for recent months
- ☐ Tenant's consent to pay rent into an escrow account
Usually arranged at sanction, so the rent services the loan.

03 Rental income proof

- ☐ Bank statements for the last 6–12 months showing rent credits
- ☐ TDS certificates (Form 16A) issued by the tenant on rent
- ☐ GST returns, if the rent attracts GST
- ☐ ITRs for the last 3 years, with P&L and balance sheet
CA-certified or audited.

04 Property documents

- ☐ Title deeds and the chain of ownership documents
- ☐ Approved building plan
- ☐ Occupancy certificate (OC)
- ☐ Latest property tax receipts
- ☐ Latest maintenance bills and society or association NOC

05 Existing loans

- ☐ Statements of any existing loans on the property
- ☐ Sanction letter of the existing LRD, for a takeover

GOOD TO KNOW

- Lenders look closely at how much of the lease period remains, so keep the full lease deed handy.
- Keep self-attested copies of every document, and originals ready for verification.
- Documents are usually needed for every co-owner of the property.
- Lenders may ask for more, such as the tenant's KYC documents.
- Lenders' requirements differ by lender, loan size and your profile; they may ask for more or fewer documents. Use this as a starting point and confirm the final list with the lender.

SOURCES

1. [Lease rental discounting — documents required](#) — PNB Housing Finance
2. [Legal and valuation documents checklist](#) — ICICI Bank
3. [Home loan to non-salaried \(differential offerings\)](#) — State Bank of India

Last reviewed 5 October 2026.