

**METROHOME**  
**Checklist of Requirements**  
**For OFW**

**UPON LOAN APPLICATION**

- Fully accomplished and signed application form and authorization attachments
- Properly filled out MRI application form
- Latest ID Photo of borrower and spouse
- Photocopy of passport and/or driver's license and birth certificate (when necessary), duly authenticated by the MBTC overseas branch or foreign subsidiary.
- Alien Certificate of Registration (ACR, if foreign national)
- Consularized or Verified Employment Contract and/or Certificate of Employment and 1 month payslip (when necessary)
- Proof of remittance/allotment to any Philippine Bank (Passbook, Bank Statements for the past year)
- Latest ITR with W-2 or IRS or related document
- Owner's Copy of Transfer/Condominium Certificate of Title (TCT or CCT)
- Vicinity/Location Map and Lot Plan signed by a Geodetic Engineer
- Floor Plan, as Built Plan or Schematic Floor Plan (if applicable)
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- \_\_\_\_\_

**If loan purpose is CONSTRUCTION:**

- Building Specification, Bill of Materials and construction cost estimates

**If loan purpose is PURCHASE OF CONDOMINIUM:**

- Master Deed of Restriction
- Master Insurance Policy
- Mother TCT or CCT (if applicable)

**If loan purpose is PURCHASE OF CONDOMINIUM:**

- Mother TCT or CCT (if the title of the townhouse is covered by a CCT)

**If loan purpose is PURCHASE OF CONDOMINIUM:**

- Statement of Account from mortgagee bank

**PRIOR TO LOAN RELEASE/BOOKING**

- Special Power of Attorney consularized by the Philippine Consular Office
- Affidavit to mortgage family home
- Photocopy of Marriage Contract, if married
- Court order and/or order of finality, if legally separated or annulled
- Dissolution of conjugal properties, if legally separated or annulled
- Fire insurance covering improvements if any
- Final Statement of Account from mortgagee bank, if loan take-out
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- \_\_\_\_\_
- \_\_\_\_\_

**FEES**

1.	Application and Appraisal Fee to be paid upon application (in US\$ equivalent)	-	P2,750.00
2.	Handling Fee to be paid upon approval of loan/deducted from proceeds together with other fees and charges	-	P2,200.00
3.	Inspection Fee to be collected for construction loans only, upon every stage of completion inspection	-	P 550.00/ inspection

**REMINDERS:**

1. Please attach the checklist when submitting the documents; bring the original copies of the documents for proper authentication
2. Additional documents may be required to facilitate the processing of the loan application
3. Please note that processing turnaround will be reckoned from submission of all the documentary requirements