

Pag-IBIG International Operations Group

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Name of Borrower: _____

Application No.: _____

CHECKLIST OF REQUIREMENTS AND ACKNOWLEDGMENT RECEIPT

TO BE SUBMITTED UPON FILING OF LOAN APPLICATION

BASIC REQUIREMENTS FROM THE BORROWER FOR ALL LOAN PURPOSES:

1. Residential Loan Application with ID photos (properly accomplished and duly notarized)
2. Membership Status Verification Slip
3. Collateral Appraisal Authorization
4. Authorization to Furnish Bank / Credit Information
5. Photocopy of POP Record Book (with 12 monthly contributions)
6. Certificate of Employment and Compensation (CEC) issued by the Employer under oath or valid Employment Contract
7. Special Power of Attorney, if applicable (for member abroad, SPA must be duly certified by the Philippine Embassy or Consulate in the country where the member is staying) - (Form supplied)
8. POP Housing Loan Questionnaire (Form Supplied)
9. Medical Questionnaire for loans over P750,000.00 and/or Full Medical Examination for borrowers over 60 years old (Form Supplied)
10. Photocopy of latest passport or ID Card with picture & signature of member and/or Attorney-In-Fact

A. PURCHASE OF LOT

BASIC REQUIREMENTS FROM THE SELLER/LOT OWNER/DEVELOPER (ONE COPY EACH)

1. Certified True Copy of TCT/CCT/OCT issued by Registry of Deeds and latest Real Estate Tax Receipt for house/lot
2. Photocopy of Tax Declaration for house/lot
3. Subdivision Plan / Location Plan / Vicinity Map
4. Development Permit, certified true copy (if developer's account)
5. Certificate of Registration, certified true copy (if developer's account)
6. License to Sell, certified true copy (if developer's account)
7. Contract to Sell/Purchase Agreement (from seller)
8. HDMF CAR/COCA or HIGC COCA

TO BE SUBMITTED PRIOR TO PARTIAL OR FULL RELEASE OF LOAN

1. Original Owner's Copy of TCT/OCT/CCT with annotation of HDMF Loan
2. Duly signed HDMF Loan and Mortgage Agreement & Promissory Note (4 copies)
3. Photocopy of Real Estate Tax Declaration in the name of Borrower (4 copies)
4. Deed of Absolute Sale duly registered with the RD (4 copies)
5. Assignment of Loan Proceeds (4 copies)

B. PURCHASE OF RESIDENTIAL UNIT (New Unit)

BASIC REQUIREMENTS FROM THE SELLER/LOT OWNER/DEVELOPER (ONE COPY EACH)

1. Certified True Copy of TCT/CCT/OCT issued by Registry of Deeds and latest Real Estate Tax Receipt for house/lot
2. Photocopy of Tax Declaration for house/lot
3. Subdivision Plan / Location Plan / Vicinity Map
4. Building Plans (one set per model, if developer's account)
5. Specifications/Bill of Materials (one set per model, if developer's account)
6. Building Permit, certified true copy (for HI if with additional floor space)
7. Development Permit, certified true copy (if developer's account)
8. Certificate of Registration, certified true copy (if developer's account)
9. License to Sell, certified true copy (if developer's account)
10. Contract to Sell/Purchase Agreement (from seller)
11. Updated Statement of Account (SA) duly signed by authorized Signatory
12. House Pictures (front, rear, left, right side and interior)
13. HDMF CAR/COCA or HIGC COCA

TO BE SUBMITTED PRIOR TO PARTIAL OR FULL RELEASE OF LOAN

1. Original Owner's Copy of TCT/OCT/CCT with annotation of HDMF Loan
2. Duly signed HDMF Loan and Mortgage Agreement & Promissory Note (4 copies)
3. Photocopy of Real Estate Tax Declaration in the name of Borrower (4 copies)
4. Deed of Absolute Sale duly registered with the RD (4 copies)
5. Assignment of Loan Proceeds (4 copies)

C. PURCHASE OF RESIDENTIAL UNIT (Old Unit)

BASIC REQUIREMENTS FROM THE SELLER/LOT OWNER/DEVELOPER (ONE COPY EACH)

1. Certified True Copy of TCT/CCT/OCT issued by Registry of Deeds and latest Real Estate Tax Receipt for house/lot
2. Photocopy of Tax Declaration for house/lot
3. Subdivision Plan / Location Plan / Vicinity Map
4. Contract to Sell/Purchase Agreement (from seller)
5. Updated Statement of Account (SA) duly signed by authorized Signatory
6. House Pictures (front, rear, left, right side and interior)

TO BE SUBMITTED PRIOR TO PARTIAL OR FULL RELEASE OF LOAN

1. Original Owner's Copy of TCT/OCT/CCT with annotation of HDMF Loan
2. Duly signed HDMF Loan and Mortgage Agreement & Promissory Note (4 copies)
3. Photocopy of Real Estate Tax Declaration in the name of Borrower (4 copies)
4. Deed of Absolute Sale duly registered with the RD (4 copies)
5. Assignment of Loan Proceeds (4 copies)

D. PURCHASE OF LOT & CONSTRUCTION OF HOUSE

BASIC REQUIREMENTS FROM THE SELLER/LOT OWNER/DEVELOPER (ONE COPY EACH)

1. Certified True Copy of TCT/CCT/OCT issued by Registry of Deeds and latest Real Estate Tax Receipt for house/lot
2. Photocopy of Tax Declaration for house/lot
3. Subdivision Plan / Location Plan / Vicinity Map
4. Building Plans (one set per model, if developer's account)
5. Specifications/Bill of Materials (one set per model, if developer's account)
6. Building Permit, certified true copy (for HI if with additional floor space)
7. Development Permit, certified true copy (if developer's account)
8. Certificate of Registration, certified true copy (if developer's account)
9. License to Sell, certified true copy (if developer's account)
10. Contract to Sell/Purchase Agreement (from seller)
11. Updated Statement of Account (SA) duly signed by authorized Signatory
12. House Pictures (front, rear, left, right side and interior)

TO BE SUBMITTED PRIOR TO PARTIAL OR FULL RELEASE OF LOAN

1. Original Owner's Copy of TCT/OCT/CCT with annotation of HDMF Loan
2. Duly signed HDMF Loan and Mortgage Agreement & Promissory Note (4 copies)
3. Photocopy of Real Estate Tax Declaration in the name of Borrower (4 copies)
4. Deed of Absolute Sale duly registered with the RD (4 copies)
5. Assignment of Loan Proceeds (4 copies)

E. CONSTRUCTION OF HOUSE

BASIC REQUIREMENTS FROM THE SELLER/LOT OWNER/DEVELOPER (ONE COPY EACH)

1. Certified True Copy of TCT/CCT/OCT issued by Registry of Deeds and latest Real Estate Tax Receipt for house/lot
2. Photocopy of Tax Declaration for house/lot
3. Subdivision Plan / Location Plan / Vicinity Map
4. Building Plans (one set per model, if developer's account)
5. Specifications/Bill of Materials (one set per model, if developer's account)
6. Building Permit, certified true copy (for HI if with additional floor space)
7. House Pictures (front, rear, left, right side and interior)

TO BE SUBMITTED PRIOR TO PARTIAL OR FULL RELEASE OF LOAN

1. Original Owner's Copy of TCT/OCT/CCT with annotation of HDMF Loan
2. Duly signed HDMF Loan and Mortgage Agreement & Promissory Note (4 copies)
3. Photocopy of Real Estate Tax Declaration in the name of Borrower (4 copies)

F. HOME IMPROVEMENT

BASIC REQUIREMENTS FROM THE SELLER/LOT OWNER/DEVELOPER (ONE COPY EACH)

1. Certified True Copy of TCT/CCT/OCT issued by Registry of Deeds and latest Real Estate Tax Receipt for house/lot
2. Photocopy of Tax Declaration for house/lot
3. Subdivision Plan / Location Plan / Vicinity Map
4. Building Plans (one set per model, if developer's account)
5. Specifications/Bill of Materials (one set per model, if developer's account)
6. Building Permit, certified true copy (for HI if with additional floor space)
7. House Pictures (front, rear, left, right side and interior)

TO BE SUBMITTED PRIOR TO PARTIAL OR FULL RELEASE OF LOAN

1. Original Owner's Copy of TCT/OCT/CCT with annotation of HDMF Loan
2. Duly signed HDMF Loan and Mortgage Agreement & Promissory Note (4 copies)
3. Photocopy of Real Estate Tax Declaration in the name of Borrower (4 copies)

G. REFINANCING OF EXISTING MORTGAGE LOAN WITH AN INSTITUTION ACCEPTABLE TO HDMF

BASIC REQUIREMENTS FROM THE SELLER/LOT OWNER/DEVELOPER (ONE COPY EACH)

1. Certified True Copy of TCT/CCT/OCT issued by Registry of Deeds and latest Real Estate Tax Receipt for house/lot
2. Photocopy of Tax Declaration for house/lot
3. Subdivision Plan / Location Plan / Vicinity Map
4. Updated Statement of Account (SA) duly signed by authorized Signatory
5. Creditor's Certification that the account is updated and amortization payments remitted on or before due date during the preceding twenty four (24) months
6. Certification re: loan purpose of original loan duly signed by Authorized signatory
7. House Pictures (front, rear, left, right side and interior)
8. Photocopy of receipts issued by financing institution for the past twenty four (24) months
9. Photocopy of Loan Agreement and Promissory Note of existing residential loan

TO BE SUBMITTED PRIOR TO PARTIAL OR FULL RELEASE OF LOAN

1. Original Owner's Copy of TCT/OCT/CCT with annotation of HDMF Loan
2. Duly signed HDMF Loan and Mortgage Agreement & Promissory Note (4 copies)
3. Assignment of Loan Proceeds (4 copies)