**Requirements before going to office:**  
1. Protocopy of (2) two vald gov’t ID (Driver license, Passport, PRC ID, SSS, Postal ID, TIN ID & other valid gov’t ID).

Proof of billing (Meralco, PLDT, credit card, water bill, cellphone statement of account).   
 Note: if no proof of billing under the name of buyer  
 Provide: Certification letter of owner and valid ID

**Proof of income**:  
**A. If locally employed** latest 3 months payslip or certificate of employment and compensation.  
**B. OFW**  
 - Job contract or certificate of employment and compensation or 3 months pays lip.

* Photocopy of two (2) valid ID of SPA
* Information sheet of SPA

C. **For Self-employed**

* Latest ITR or BIR audited financial statement
* Certificate of registration of business.

Note: if insufficient income, provide additional source of income or provide Co-buyer.