

LIST OF REQUIREMENTS

[Legend] **Bold** – Required/standard requirements
Italicized – Optional/conditional requirements

I. INITIAL REQUIREMENTS (IREQ)	In-House	Deferred Cash	Cash Sale	Bank	Pag-IBIG
Purchase Application Form	✓	✓	✓	✓	✓
Bank Application Form ¹				✓	
Customer Information Sheet ¹				✓	
Authorization to Convert Financing Scheme ¹				✓	
HDMF Application Form					✓
1 Gov't issued valid ID (with picture and signature)/ Community Tax Certificate of Buyer/Spouse/AIF/ Co-owner / Passport if OFW	✓	✓	✓	✓	✓
3 pcs of 1 X 1 pictures ¹				✓	✓
Payslip / Proof of Income/ ITR and AFS/Contract of Employment ¹				✓	✓
Authorization to Conduct Credit Investigation					✓
MSVS Application Form & Questionnaire					✓
<i>Approved MSVS</i> * ²⁰					✓
<i>Secretary Certificate</i> ^{Corp}	✓	✓	✓	✓	✓
<i>SPA or Letter of Authority</i> * ²	✓	✓	✓	✓	✓
<i>Waiver for foreclosed unit</i> * ³	✓	✓	✓	✓	✓
<i>Affidavit of waiver for foreigner spouse or Buyer's Undertaking</i> * ⁴	✓	✓	✓	✓	✓
<i>Sworn Statement and Certificate of Naturalization/Certificate of Dual Citizenship</i> * ¹¹	✓	✓	✓	✓	✓
<i>Provisional Reservation</i> * ⁵	✓	✓	✓	✓	✓
<i>Letter of Intent</i> * ¹⁷	✓	✓	✓	✓	✓
<i>Affidavit of Support</i> * ¹⁸	✓	✓			
<i>As-is-where-is Buyer's Agreement</i> * ¹⁹	✓	✓	✓	✓	✓
<i>Rental Pool Agreement</i> * ¹⁶	✓	✓	✓		
Contract To Sell	✓	✓		✓	
Deed of Sale w/ Real Estate Mortgage	✓	✓			
Disclosure Statement and Promissory Note	✓				
Proxy	✓				
Tax Revenue Update	✓	✓	✓	✓	
Deed of Absolute Sale			✓	✓	
Deed of Real Estate Mortgage				✓	
Sworn Declaration of No Improvement ¹⁴	✓	✓	✓	✓	
Deed of Assignment of Rights to Limited Common Areas ¹⁵	✓	✓	✓	✓	

II. COMPLETE REQUIREMENTS (CREQ)	In-House	Deferred Cash	Cash Sale	Bank	Pag-IBIG
Payslip, COEC, ITR and W2	✓	✓		✓	✓
Grepalife Insurance (for purchases of 1M & above)	✓	✓			
Sunlife Insurance (for purchases of P1M & above)	✓	✓			
Contract of Employment/Cert of Employment (OFW) ⁶	✓	✓		✓	
Tax Identification Number / Birth Certificate ¹³	✓	✓	✓	✓	✓
Business Registration (SEC/DTI) (if Self Employed) ^{Corp}				✓	✓
Articles of Incorporation/Partnership and By-Laws (if Self Employed) ^{Corp}	✓	✓	✓	✓	
List of Suppliers (Name, address, and contact info.) ^{Corp}				✓	
Audited Financial Statement and ITR (if Self Employed) ^{Corp}	✓	✓		✓	
Approved MSVS					✓
Proof of Billing/Billing Statement				✓	✓
Special Power of Attorney ⁶	✓	✓	✓	✓	✓
Post Dated Checks ⁷	✓	✓		✓	✓
Bank Statement /Passbook/Deposit Certificate/Stocks/Bonds/Vouchers ^{8, Corp}	✓	✓		✓	
Marriage Contract ⁹	✓	✓	✓	✓	✓
Death Certificate ¹⁰	✓	✓	✓	✓	✓
Court Order/Annulment Paper ¹²	✓	✓	✓	✓	✓

CONTRACT DOCUMENTS					Pag-IBIG
Certificate of Acceptance					✓
Certificate of House and Lot Acceptance					✓
Certificate of House and Lot Acceptance/Completion					✓
Conformity to Assignment of the Contract to Sell					✓
Contract to Sell					✓
Deed of Absolute Sale					✓
Deed of Assignment of Contract to Sell with SPA					✓
Disclosure Statement of Loan Transactions					✓
Loan and Mortgage Agreement					✓
Promissory Note					✓
Tax Revenue Update					✓

*****Government issued IDs formed Part of IREQ effective April 1, 2013**

Notes:

Corp – For self-employed or if buyer is a corporation

** – Submit (if required) on or before booking, else booking will not proceed.*

1 – For Landbank financing application only

2 – Submit only if the buyer assigns another person as his/her representative

3 – For units undergoing foreclosure proceedings

4 – For buyers married to a foreigner

5 – For projects awaiting LTS or individual title

6 – If buyer is working abroad

7 – For locally employed buyers w/ TCP of P500,000 and above

8 – For buyers who cannot provide proof of income requirement/self-employed

9 – For married buyer/spouse without TIN yet, using her maiden name and married to a foreigner

10 – Submit when buyer has a deceased spouse

11 – For lost Filipino citizenship/dual citizenship buyers

12 – For legally separated buyers

13 – For single buyer/s who don't have TIN yet

14 – For buyers of Lot only

15 – For buyers of condo units with limited common area

16 – For buyers of condotel

17 -- For Commercial unit buyer

18 – For buyer/s who has insufficient income but with financial support

19 – For buyers who purchased as-is where-is unit

20 -- For Pag-IBIG Overseas buyer

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