

CHECKLIST OF REQUIREMENTS FOR BANK FINANCING

CIVIL STATUS	SINGLE/SEPARATED/WIDOW		MARRIED		SPOUSE			ATTY-IN-FACT	
	EMPLOYMENT TYPE	LOCALLY EMPLOYED	OFW	LOCALLY EMPLOYED	OFW	LOCALLY EMPLOYED	OFW		FOREIGNER
A. BASIC REQUIREMENTS FOR SUBMISSION									
1	Three (3) pcs. 1x1 photo each	✓	✓	✓	✓	✓	✓	✓	✓
2	Photocopy of two (2) government issued IDs	✓	✓	✓	✓	✓	✓	N/A	✓
3	Residence Certificate (Cedula)	✓	N/A	✓	N/A	✓	N/A	N/A	✓
4	Tax Identification Number <i>*For OFW buyers, a One Time Taxpayer BIR Form No. 1904 shall be required.</i>	✓	✓	✓	✓	✓	N/A	N/A	N/A
5	Latest Proof of Billing (POB) under Buyer's or Lessor's Name <i>*If POB is under lessor's name, Certification from Lessor and photocopy of lessor's ID shall be required.</i>	✓	✓	✓	✓	N/A	N/A	N/A	N/A
6	Income Tax Return (ITR)	✓	N/A	✓	N/A	✓	N/A	N/A	N/A
7	Photocopy of Passport (w/ stamp of date of arrival and departure)	N/A	✓	N/A	✓	N/A	✓	✓	N/A
8	a. Married - Marriage Contract	N/A	N/A	✓	✓	N/A	N/A	N/A	N/A
	b. Single with dependent/s - Certificate of No Marriage	IF APPLICABLE		N/A	N/A	N/A	N/A	N/A	N/A
	c. Separated - Legal Separation/Annulment Papers w/ Certificate of Finality of Decision	IF APPLICABLE		N/A	N/A	N/A	N/A	N/A	N/A
	d. Widowed - Death Certificate of Spouse	IF APPLICABLE		N/A	N/A	N/A	N/A	N/A	N/A
9	Post Dated Cheques (Equity)	✓	✓	✓	✓	N/A	N/A	N/A	IF APPLICABLE
B. DOCUMENTS FOR ACCOMPLISHMENT AND SIGNATURE OF BUYER									
1	Buyer's Information Sheet (BIS)	✓	✓	✓	✓	N/A	N/A	N/A	IF APPLICABLE
2	Reservation Agreement (RA)	✓	✓	✓	✓	N/A	N/A	N/A	IF APPLICABLE
3	Counseling Confirmation Form (CCF)	✓	✓	✓	✓	N/A	N/A	N/A	IF APPLICABLE
4	Contract to Sell (CTS)	✓	✓	✓	✓	✓	✓	✓	IF APPLICABLE
5	Deed of Absolute Sale (DOAS)	✓	✓	✓	✓	✓	✓	✓	IF APPLICABLE
6	Deed of Reconveyance (DOR)	✓	✓	✓	✓	✓	✓	✓	IF APPLICABLE
7	Credit Investigation Form (CI Form) w/sketch	✓	✓	✓	✓	N/A	N/A	N/A	IF APPLICABLE
8	Bank Housing Loan Application (HLA)	✓	✓	✓	✓	✓	✓	✓	IF APPLICABLE
9	Insurances	✓	✓	✓	✓	N/A	N/A	N/A	N/A
10	Home Improvement Contract (HIC)	✓	✓	✓	✓	✓	✓	✓	IF APPLICABLE
11	PCFI SPA Form	N/A	✓	N/A	✓	N/A	✓	✓	✓
12	Bank SPA Form	N/A	✓	N/A	✓	N/A	✓	✓	✓
13	Atty-in-Fact (AIF) Information Sheet	N/A	N/A	N/A	N/A	N/A	N/A	N/A	✓
14	SPA - Marital Consent Form (MBTC)	N/A	N/A	N/A	N/A	N/A	N/A	✓	✓
15	Waiver of Rights (for PNB & PDB Accounts Only)	N/A	N/A	N/A	N/A	N/A	N/A	✓	✓
16	PCFI Signature Card (two copies)	✓	✓	✓	✓	✓	✓	✓	N/A

Note: ✓ refers to required documents