

CHECKLIST OF REQUIREMENTS FOR IN-HOUSE FINANCING

| CIVIL STATUS | SINGLE/SEPARATED/WIDOW | | MARRIED | | SPOUSE | | | ATTY-IN-FACT |
|--|------------------------|---------------|------------------|-----|------------------|-----|-----------|---------------|
| | LOCALLY EMPLOYED | OFW | LOCALLY EMPLOYED | OFW | LOCALLY EMPLOYED | OFW | FOREIGNER | |
| A. BASIC REQUIREMENTS FOR SUBMISSION | | | | | | | | |
| 1 Three (3) pcs. 1x1 photo each | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2 *If dual citizen, buyer shall be required to submit TIN and Postal ID. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | N/A | ✓ |
| 3 *For OFW buyers, a One Time Taxpayer BIR Form No. 1904 shall be required. | ✓ | ✓ | ✓ | ✓ | ✓ | N/A | N/A | N/A |
| 4 Photocopy of Passport (w/ stamp of date of arrival and departure) | N/A | ✓ | N/A | N/A | N/A | ✓ | ✓ | N/A |
| 5 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 | 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 | IF APPLICABLE | N/A | N/A | N/A | N/A | N/A | N/A |
| d. Widowed - Death Certificate of Spouse | IF APPLICABLE | IF APPLICABLE | N/A | N/A | N/A | N/A | N/A | N/A |
| 6 Post Dated Cheques (for Equity) 36 PDCs + 1 Guaranteed Cheque (for MA) | ✓ | ✓ | ✓ | ✓ | 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 Insurances (PNB and Cocolife) | ✓ | ✓ | ✓ | ✓ | N/A | N/A | N/A | IF APPLICABLE |
| 9 Home Improvement Contract (HIC), if applicable | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | IF APPLICABLE |
| 10 PCFI SPA Form | N/A | ✓ | N/A | ✓ | N/A | ✓ | ✓ | ✓ |
| 11 Atty-in-Fact (AIF) Information Sheet | N/A | N/A | N/A | N/A | N/A | N/A | N/A | ✓ |

Note: ✓ refers to required documents