



## CHECKLIST OF REQUIREMENTS

(For Pag-IBIG Housing Loan Restructuring and Penalty Condonation Program)

### DOCUMENTS REQUIRED UPON LOAN APPLICATION

1. Application for Loan Restructuring/Penalty Condonation under R.A. 9679 (*duly accomplished*)
2. Original copy of updated Real Estate Tax Receipt/Latest Computation of Real Estate Tax Due/Tax Clearance
3. Proof of Income (*except for Legal Heir*):
  - For Locally Employed:*
    - a. Notarized Certificate of Employment and Compensation (Employer's Format) or Income Tax Return/Certificate of Tax Withheld (BIR Form No. 2316)
    - b. Latest one (1) month payslip (should be within 3 months prior to application)
    - c. Other additional proof of income (*if needed*)
  - For Self Employed/Other Sources of Income, any of the following:*
    - a. ITR, Audited Financial Statements, and Official Receipt of tax payment from bank supported with DTI Registration and Mayor's Permit/Business Permit
    - b. Commission Vouchers reflecting the issuer's name and contact details (for the last 12 months)
    - c. Bank Statements or passbook for the last 12 months (in case income is sourced from foreign remittances, pensions, etc.)
    - d. Copy of Lease Contract and Tax Declaration (if income is derived from rental payments)
    - e. Certified True Copy of Transport Franchise issued by appropriate government agency (LGU for tricycles, LTFRB for other Public Utility Vehicle or PUVs)
    - f. Certificate of Engagement issued by owner of business
    - g. Other document that would validate source of income
  - For Overseas Filipino Workers (OFW), any of the following:*
    - a. Employment Contract (with English translation if in foreign language)
    - b. Original Employer's Certificate of Income (with English translation if in foreign language). If document submitted is photocopy, it shall be duly validated and certified/initialed by HDMF Information Officer assigned in the country where the member works.
    - c. Other Proofs of Income, whether original or photocopy, shall be duly validated and certified/initialed by HDMF Information Officer assigned in the country where the member works
4. Additional Requirements:
  - a. *For Legal Heirs*
    - Deed of Extra-judicial Settlement of Estate
  - b. *For Borrowers who has been surrendered their property to the Fund through Dacion en Pago*
    - Dacion en Pago Agreement (*duly signed*)
  - c. *For Borrowers over 60 years old and whose loan term has not yet expired or the outstanding loan obligation is over Two Million Pesos (P2M) up to Three Million Pesos (P3M)*
    - Health Statement Form (*duly accomplished*)
  - d. *For Borrowers with co-borrower/s or family member/s included on the computation of aggregate income in the application for loan restructuring (except for legal heir)*
    - Birth Certificate or any proof of relationship
    - Marriage Contract (*For married borrower's, spouse, co-borrower/s or family member/s*)
  - e. *For OFW members who cannot file their application in person*
    - Special Power of Attorney (SPA) executed not more than one (1) year under the following cases:
      - € For OFW member - duly notarized prior to date of departure or duly certified and authenticated by the Philippine Embassy or Consulate in the country where the member is staying, if abroad.
      - € For physically incapacitated member - evidenced by a medical certificate

### DOCUMENTS REQUIRED UPON LOAN APPROVAL

1. Promissory Note (PN)
2. Loan Restructuring Agreement (LRA)
3. Real Estate Mortgage (*for CTS accounts*)
4. Deed of Revocation of Notice of Cancellation (*for CTS accounts with Notice of Cancellation*)

**The Pag-IBIG Fund reserves the right to request additional documents to facilitate loan restructuring evaluation process.**