

**CHECKLIST OF REQUIREMENTS FOR Pag-IBIG HOUSING LOAN**

(Retail Accounts)

**I. DOCUMENTS REQUIRED UPON LOAN APPLICATION**

1. Housing Loan Application (2 copies) with recent ID photos of borrower
2. Membership Status Verification Slip (MSVS)
3. Income Documents:
  - For Locally Employed, any of the following:*
    - a. Notarized Certificate of Employment and Compensation (Employer's format) and for government employees one (1) month payslip, within 3 months prior to date of loan application
    - b. Latest Income Tax Return (ITR) for the year immediately preceding the date of loan application, with attached W2 form, stamped received by the BIR/Certificate of Tax Withheld (BIR Form No. 2316)
  - For Self Employed/Other Sources of Income, any of the following:*
    - c. ITR, Audited Financial Statements, and Official Receipt of tax payment from bank supported with DTI Registration and Mayor's Permit/Business Permit
    - d. Commission Vouchers reflecting the issuer's name and contact details (for the last 12 months)
    - e. Bank Statements or passbook for the last 12 months (in case income is sourced from foreign remittances, pensions, etc.)
    - f. Copy of Lease Contract and Tax Declaration (if income is derived from rental payments)
    - g. Certified True Copy of Transport Franchise issued by appropriate government agency (LGU for tricycles, LTFRB for other Public Utility Vehicle or PUVs)
    - h. Certificate of Engagement issued by owner of business
    - i. Other document that would validate source of income
  - For Overseas Filipino Workers (OFW), any of the following:*
    - j. Employment Contract (with English translation if in foreign language)
    - k. Original Employer's Certificate of Income (with English translation if in foreign language). If document submitted is photocopy, it shall be duly certified/initialed by Pag-IBIG Fund Information Officer assigned in the country where the member works.
    - l. Other Proofs of Income, whether original or photocopy, shall be duly certified/initialed by Pag-IBIG Fund Information Officer assigned in the country where the member works.
4. Photocopy (back-to-back) of one (1) valid primary ID of Principal Borrower and Spouse, Co-Borrower and Spouse, Seller and Spouse and Developer's Authorized Representative and Attorney-In-Fact, *if applicable*.
5. Authorization to Conduct/Credit Background Investigation
6. *For OFW members*, Special Power of Attorney 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. If SPA is without the red ribbon of Consulate Office, the SPA must have a duly stamped notarial seal.
7. Insurance Coverage
  - a. Health Statement Form (Medical Questionnaire)
    - OFW members over 60 years old
    - Loans over P2.0 M to P6.0 M and for borrowers aged up to 60 years old
  - b. Health Statement Form (Medical Questionnaire) and Full Medical Examination
    - Borrowers over 60 years old
8. Marriage Contract (*For all married borrower/s, co-borrower/s, spouse, family member/s included on the computation of aggregate income*)
9. Birth Certificate or any proof of relationship, *if with co-borrower/s or family member/s included on the computation of aggregate income*
10. Certified True Copy of Transfer Certificate of Title (TCT) (latest title)
11. For Condominium Unit, Certified True Copy of present TCT and CCT
12. Photocopy of Updated Tax Declaration and Updated Real Estate Tax Receipt
13. Location Plan and Vicinity Map
14. For new member or member with less than the required number of contributions, photocopy of Pag-IBIG Fund Receipt (PFR) representing lump sum payment of contributions.
15. Approved letter request to re-avail of a Pag-IBIG housing loan (*for member/s with housing loan that was foreclosed, cancelled, bought back due to default or subjected to dacion en pago*).

<b>ADDITIONAL REQUIREMENTS DEPENDING ON LOAN PURPOSE</b>	<b>PL/AL</b>	<b>PRU</b>	<b>PLCH</b>	<b>CH</b>	<b>HI</b>	<b>R</b>
1. Building Plans, Specification and Bill of Materials duly signed by the Licensed Civil Engineer or Architect, Building Permit			x	x	x	
2. Contract to Sell or similar agreement between the buyer and seller. If the Seller is a Developer, submits the following documents	x	x	x			
a. Certificate of Registration, License to Sell, Development Permit, and Secretary's Certificate	x	x	x			
b. Photocopy of back to back valid primary ID from Corporate Secretary	x	x	x			
3. Statement of Account on outstanding loan balance, indicating loan purpose						x
4. Any of the following documents:						x
a. Official Receipt for the past 12 months						
b. Subsidiary Ledger						
c. Any valid proof of payment for the past 12 months						

**LEGEND:**

- PL/AL** - Purchase of Lot or Adjoining Lots
- PRU** - Purchase of Residential Unit, Townhouse or Condominium Unit inclusive of a parking slot
- PLCH** - Purchase of Lot and Construction of House

- CH** - Construction of House
- HI** - Home Improvement
- R** - Refinancing

(Revised/ August 2012)

## II. DOCUMENTS REQUIRED PRIOR TO LOAN RELEASE

1. TCT/CCT in the name of the borrower/co-borrower/s (*if applicable*) with proper mortgage annotation in favor of Pag-IBIG Fund (Owner's Duplicate Copy)
2. Certified true copy of TCT/CCT in the name of the borrower/co-borrower/s (*if applicable*) with proper mortgage annotation in favor of Pag-IBIG Fund (RD's copy)
3. For properties that are subject of an heirs lien under Section 4 Rule 74 of the Rules of Court, surety bond (not an heir's bond) that shall answer for the payment of the outstanding loan obligation still due to the Fund in the event that another person including an heir of the registered owner would lay a claim against the property offered as security
4. Photocopy of New Tax Declaration and Updated Real Estate Tax Receipt in the name of borrower and co-borrower, if applicable
5. Loan Mortgage Documents
  - a. Loan and Mortgage Agreement duly registered with Registry of Deeds with original RD stamp
  - b. Deed of Absolute Sale duly registered with Registry of Deeds with original RD stamp (*for PL, PLCH and PRU*)
  - c. Duly accomplished/notarized Promissory Note
  - d. Disclosure Statement on Loan Transaction
6. Building Plans/Electrical/Sanitary Permits duly approved by the building officials (*for PLCH, CH and HI*)
7. Occupancy Permit (*for PRU (new), PLCH, CH and HI*)
8. Collection Servicing Agreement with Authority to Deduct Loan Amortization or Post Dated Checks, if applicable
9. Proof of Billing Address

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