

**CHECKLIST OF REQUIREMENTS***(For Replacement of Buyer/Lessee)*

1. Letter of Intent to Replace Buyer/Lessee
2. Photocopy (back-to-back) of one (1) valid primary ID of the original buyer/lessee
3. Photocopy (back-to-back) of one (1) valid Primary ID of replacement buyer/lessee
4. Proof of relationship with the original buyer/lessee *(any of the following)* :
 - a. NSO Certified True Copy of Applicant's Birth Certificate
 - b. NSO Certified True Copy of Applicant's Marriage Contract
 - c. NSO Certified True Copy of Applicant's Baptismal/Confirmation Certificate
5. Additional Requirements:
 - a. *If reason for replacement is due to the original buyer/lessee's death:*
 - NSO Certified True Copy of Member's Death Certificate
 - b. *If reason for replacement is due to the original buyer/lessee's loss of income due to permanent physical disability (any of the following):*
 - SSS Total Disability Voucher
 - Physician's Certificate/Statement of Permanent Physical Disability
 - c. *If reason for replacement is due to the original buyer/lessee's unemployment:*
 - Notarized Affidavit of Unemployment

The Pag-IBIG Fund reserves the right to request additional documents to facilitate with the replacement process.

(October 2012)

**CHECKLIST OF REQUIREMENTS***(For Replacement of Buyer/Lessee)*

1. Letter of Intent to Replace Buyer/Lessee
2. Photocopy (back-to-back) of one (1) valid primary ID of the original buyer/lessee
3. Photocopy (back-to-back) of one (1) valid Primary ID of replacement buyer/lessee
4. Proof of relationship with the original buyer/lessee *(any of the following)* :
 - a. NSO Certified True Copy of Applicant's Birth Certificate
 - b. NSO Certified True Copy of Applicant's Marriage Contract
 - c. NSO Certified True Copy of Applicant's Baptismal/Confirmation Certificate
5. Additional Requirements:
 - a. *If reason for replacement is due to the original buyer/lessee's death:*
 - NSO Certified True Copy of Member's Death Certificate
 - b. *If reason for replacement is due to the original buyer/lessee's loss of income due to permanent physical disability (any of the following):*
 - SSS Total Disability Voucher
 - Physician's Certificate/Statement of Permanent Physical Disability
 - c. *If reason for replacement is due to the original buyer/lessee's unemployment:*
 - Notarized Affidavit of Unemployment

The Pag-IBIG Fund reserves the right to request additional documents to facilitate with the replacement process.

(October 2012)