



CHECKLIST OF REQUIREMENTS FOR MORATORIUM ON HOUSING LOAN (HL) AMORTIZATION/INSTALLMENT PAYMENT OF BORROWERS/BUYERS AFFECTED BY CALAMITIES

REQUIRED DOCUMENTS

For Borrower/Co-Borrower

1. Duly Accomplished Application for Moratorium on Housing Loan Amortization/Installment Payment (HQP-HLF-1122) (2 original copies)
2. Employer/Barangay Certification (*to be submitted only if the reason for moratorium is the source of income is impaired*)
NOTE: The Employer/Barangay Certification is incorporated in the application form to be signed by the Head of Office or authorized representative or Head of Barangay, whichever is applicable.
3. For accommodation mortgage, notarized Special Power of Attorney (SPA) (1 original copy).
4. One (1) Philippine Government valid ID with signature (1 photocopy, back-to-back) of borrower and spouse and co-borrower and spouse, owner of title (*for accommodation mortgage*) (if applicable). Any of the following:
 - Philippine Identification (PhilID) Card
 - Passport including those issued by foreign governments
 - Driver's License
 - Professional Regulation Commission (PRC) ID
 - National Bureau of Investigation (NBI) Clearance
 - Police Clearance
 - Postal ID
 - Voter's ID
 - Tax Identification Number (TIN) ID
 - Government Service Insurance System (GSIS) e-Card
 - Social Security System Card
 - Senior Citizen Card
 - Overseas Workers Welfare Administration (OWWA) ID
 - Overseas Filipino Worker (OFW) ID
 - Seaman's Book or Seafarer's Identification and Record Book (SIRB)
 - Alien Certification of Registration/Immigrant Certificate of Registration
 - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card)
 - ID issued by the National Council on Disability Affairs (NCDA)
 - Department of Social Welfare and Development (DSWD) Certification
 - Integrated Bar of the Philippines (IBP) ID
 - PhilHealth Health Insurance Card ng Bayan

If with Representative/Attorney-in-Fact

1. Notarized SPA of the borrower/buyers and spouse and co-borrower/buyer and spouse (1 original copy)
For OFW Borrowers/Buyers
 - ✓ For SPA executed and notarized in the Philippines, include a photocopy of passport/seaman's book reflecting the entry date and/or exit date to/from the Philippines (1 original copy)
 - ✓ For documents executed abroad (1 original copy)
 - For Non-Apostille Countries
 - SPA duly authenticated by a Philippine Consular Officer, or SPA notarized by a local notary (of country where the member is working) but duly authenticated by a Philippine Consular Officer
 - For Apostille Countries
 - Apostille SPA