



**CHECKLIST OF REQUIREMENTS FOR SETTLEMENT OF OBLIGATION  
UNDER NON-PERFORMING ASSETS RESOLUTION PROGRAM (NPARP)  
THROUGH HOUSING LOAN  
(FOR LEGAL HEIR/SUCCESSOR-IN-INTEREST)**

| REQUIRED DOCUMENTS   | WHERE TO SECURE   |
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| <b>REQUIRED DOCUMENTS UPON APPLICATION</b>   |   |
| <b>For Legal Heir</b>  |   |
| 1. Letter of Intent (HQP-HLF-201) (1 original copy)  | Pag-IBIG Website ( <a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a> ) or in any Pag-IBIG Branch |
| 2. Updated Real Estate Property Tax (REPT) Receipt/ Tax Clearance and Tax Declaration (Land and Building) (1 original copy)  | Assessor's Office/Municipal's Office  |
| 3. Last Will and Testament (1 photocopy) or Extra-Judicial Settlement of Estate ( <i>if title is in name of borrower</i> ) or Proof of Relationship ( <i>if title is in name of developer</i> ) (1 photocopy)  | Original Borrower/Lawyer  |
| 4. Affidavit of Publication ( <i>if title is in name of the borrower</i> ) (1 photocopy)   | Lawyer  |
| 5. Proof of Surviving Legal Heirs (1 original copy)  | Pag-IBIG Website ( <a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a> ) or in any Pag-IBIG Branch |
| 6. Notarized Special Power of Attorney (SPA) of other Family Members of the Legal Heir (1 original copy and 1 photocopy)   | Lawyer  |
| <b><u>For OFW Family Members of the Legal Heir</u></b>   |   |
| <ul style="list-style-type: none"> <li>✓ 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 prior to date of departure with photocopy of passport indicating the date of arrival and departure (1 original copy and 1 photocopy)</li> </ul>   | Person being represented  |
| <ul style="list-style-type: none"> <li>✓ For documents executed abroad (1 original copy and 1 photocopy) <ul style="list-style-type: none"> <li>▪ For Non-Apostille Countries <ul style="list-style-type: none"> <li>- 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</li> </ul> </li> <li>▪ For Apostille Countries <ul style="list-style-type: none"> <li>- Apostille SPA</li> </ul> </li> </ul> </li> </ul> | Philippine Embassy of Host Country/Government   |
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| <p>7. Duly accomplished Housing Loan Application (HQP-HLF-068) (2 original copies)</p> <p>8. One (1) Valid ID with signature (1 photocopy, back-to-back) of Legal Heir. Any of the following:</p> <ul style="list-style-type: none"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> <li>- Government Service Insurance System (GSIS) e-Card</li> <li>- Social Security System Card</li> <li>- Senior Citizen Card</li> <li>- Overseas Workers Welfare Administration (OWWA) ID</li> <li>- Overseas Filipino Worker (OFW) ID</li> <li>- Seaman's Book or Seafarer's Identification and Record Book (SIRB)</li> <li>- Alien Certification of Registration/Immigrant Certificate of Registration</li> <li>- National Council for the Welfare of Disabled Persons (NCWPD) Certification</li> <li>- Department of Social Welfare and Development (DSWD) Certification</li> <li>- Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul> | <p>Pag-IBIG Website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch/</p> <p>Department of Foreign Affairs (DFA)<br/>Land Transportation Office (LTO/host country)<br/>Professional Regulation Commission (PRC)<br/>Integrated Bar of the Philippines (IBP)<br/>National Bureau of Investigation (NBI)</p> <p>Local Police Station<br/>Post Office<br/>Commission on Election (COMELEC)<br/>Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS)<br/>Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA)<br/>Overseas Workers Welfare Administration (OWWA)<br/>Philippine Overseas Employment Administration (POEA)<br/>Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/<br/>Department of Social Welfare and Development (DSWD)<br/>DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p> |
| <p><b>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</b></p>  |  |
| <p><b>For Representative of Legal Heir</b></p> <p>1. Letter of Intent (HQP-HLF-201) (1 original copy)</p> <p>2. Updated Real Estate Property Tax (REPT) Receipt/Tax Clearance and Tax Declaration (Land and Building) (1 original copy)</p>  | <p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Fund Branch/Person being represented</p> <p>Assessor's Office/Municipal's Office/Person being represented</p>  |

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| 3. Last Will and Testament (1 photocopy) or Extra-Judicial Settlement of Estate ( <i>if title is in name of borrower</i> ) or Proof of Relationship ( <i>if title is in name of developer</i> ) (1 photocopy)  | Original Borrower/Lawyer   |
| 4. Affidavit of Publication ( <i>if title is in name of the borrower</i> ) (1 photocopy)   | Lawyer   |
| 5. Proof of Surviving Legal Heirs (1 original copy)  | Pag-IBIG Website ( <a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a> ) or in any Pag-IBIG Branch  |
| 6. Notarized Special Power of Attorney (SPA) of other Family Members of the Legal Heir (1 original copy and 1 photocopy)   | Lawyer   |
| 7. Duly accomplished Housing Loan Application (HQP-HLF-068) (2 original copies)  | Pag-IBIG website ( <a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a> ) or in any Pag-IBIG Fund Branch/Person being represented  |
| 8. Notarized Special Power of Attorney (SPA) of the Legal Heir (1 original copy and 1 photocopy)   | Pag-IBIG website ( <a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a> ) or in any Pag-IBIG Fund Branch/Person being represented  |
| <p><u>For OFW Legal Heir/Family Member of Legal Heir</u></p>   | Person being represented   |
| <p>✓ 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 and 1 photocopy)</p>   |  |
| <p>✓ For documents executed abroad (1 original copy and 1 photocopy)</p> <ul style="list-style-type: none"> <li>▪ For Non-Apostille Countries <ul style="list-style-type: none"> <li>- SPA notarized by a Philippine Consular Officer, or SPA notarized by local notary (of country where the member is working but duly authenticated by Philippine Consulate)</li> </ul> </li> <li>▪ For Apostille Countries <ul style="list-style-type: none"> <li>- Apostille SPA</li> </ul> </li> </ul> | <p>Philippine Embassy of Host Country/Government</p> <p>Philippine Embassy of Host Country/Government</p>  |
| <p>9. One (1) Valid ID with signature (1 photocopy, back-to-back) of Legal Heir and Representative. Any of the following:</p> <ul style="list-style-type: none"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> </ul>  | <p>Department of Foreign Affairs (DFA)<br/>Land Transportation Office (LTO)<br/>Professional Regulation Commission (PRC)</p> <p>Integrated Bar of the Philippines (IBP)<br/>National Bureau of Investigation (NBI)</p> |

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| <ul style="list-style-type: none"> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> <li>- Government Service Insurance System (GSIS) e-Card</li> <li>- Social Security System Card</li> <li>- Senior Citizen Card</li> <br/> <li>- Overseas Workers Welfare Administration (OWWA) ID</li> <li>- Overseas Filipino Worker (OFW) ID</li> <br/> <li>- Seaman's Book or Seafarer's Identification and Record Book (SIRB)</li> <li>- Alien Certification of Registration/Immigrant Certificate of Registration</li> <li>- National Council for the Welfare of Disabled Persons (NCWPD) Certification</li> <br/> <li>- Department of Social Welfare and Development (DSWD) Certification</li> <li>- Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul>   | <p>Local Police Station<br/>Post Office<br/>Commission on Election (COMELEC)<br/>Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS)<br/>Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA)<br/>Overseas Workers Welfare Administration (OWWA)<br/>Philippine Overseas Employment Administration (POEA)<br/>Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/<br/>Department of Social Welfare and Development (DSWD)<br/>DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p> |
| <p><b>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</b></p>   |   |
| <p><b>For Successor-in-Interest</b></p> <ol style="list-style-type: none"> <li>1. Letter of Intent (HQP-HLF-201) (1 original copy)</li> <li>2. Updated Real Estate Property Tax (REPT) Receipt/Tax Clearance and Tax Declaration (Land and Building) (1 original copy)</li> <li>3. Deed of Absolute Sale with Assumption of Mortgage (<i>if title is in name of borrower</i>)/Deed of Transfer of Rights (<i>if title is in name of developer</i>) (1 photocopy)</li> <li>4. Duly accomplished Housing Loan Application (HQP-HLF-068) (1 original copy)</li> <li>5. One (1) Valid ID with signature (1 photocopy, back-to-back) of Original Principal Borrower and Successor-in-Interest. Any of the following: <ul style="list-style-type: none"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> </ul> </li> </ol> | <p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Fund Branch</p> <p>Assessor's Office/Municipal's Office</p> <p>Original Borrower</p> <p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Fund Branch</p> <p>Department of Foreign Affairs (DFA)<br/>Land Transportation Office (LTO)<br/>Professional Regulation Commission (PRC)<br/>Integrated Bar of the Philippines (IBP)</p>   |

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| <p><u>For OFW Successor-in-Interest</u></p> <p>a. 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 and 1 photocopy)</p> <p>b. For documents executed abroad (1 original copy and 1 photocopy)</p> <ul style="list-style-type: none"> <li>▪ For Non-Apostille Countries           <ul style="list-style-type: none"> <li>- SPA notarized by a Philippine Consular Officer, or SPA notarized by local notary (of country where the member is working but duly authenticated by Philippine Consulate</li> </ul> </li> <li>▪ For Apostille Countries           <ul style="list-style-type: none"> <li>- Apostille SPA</li> </ul> </li> </ul> <p>6. One (1) Valid ID with signature (1 photocopy, back-to-back) of Original Principal Borrower, Successor-in-Interest and Representative. Any of the following:</p> <ul style="list-style-type: none"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> <li>- Government Service Insurance System (GSIS) e-Card</li> <li>- Social Security System Card</li> <li>- Senior Citizen Card</li> <li>- Overseas Workers Welfare Administration (OWWA) ID</li> <li>- Overseas Filipino Worker (OFW) ID</li> <li>- Seaman's Book or Seafarer's Identification and Record Book (SIRB)</li> <li>- Alien Certification of Registration/Immigrant Certificate of Registration</li> <li>- National Council for the Welfare of Disabled Persons (NCWPD) Certification</li> <li>- Department of Social Welfare and Development (DSWD) Certification</li> </ul> | <p>Person being represented</p> <p>Philippine Embassy of Host Country/Government</p> <p>Philippine Embassy of Host Country/Government</p> <p>Department of Foreign Affairs (DFA)<br/>Land Transportation Office (LTO/host country)<br/>Professional Regulation Commission (PRC)<br/>Integrated Bar of the Philippines (IBP)<br/>National Bureau of Investigation (NBI)</p> <p>Local Police Station<br/>Post Office<br/>Commission on Election (COMELEC)<br/>Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS)<br/>Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA)<br/>Overseas Workers Welfare Administration (OWWA)<br/>Philippine Overseas Employment Administration (POEA)<br/>Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/<br/>Department of Social Welfare and Development (DSWD)<br/>DSWD</p> |

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| <p><b>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</b></p>   |   |
| <p><b>REQUIRED DOCUMENTS UPON APPROVAL</b></p> <ol style="list-style-type: none"> <li>1. Pag-IBIG Fund Official Receipt (PFOR) representing payment of applicable expenses (1 photocopy)</li> <li>2. Notice of Approval (NOA, HQP-HLF-271, copy 2) with conformity of the borrower</li> <li>3. Duly accomplished/notarized Loan and Mortgage Agreement (For REM accounts) (HQP-HLF-162, 5 original copies)</li> <li>4. Duly accomplished/notarized Deed of Conditional Sale (For CTS and DCS accounts) (HQP-HLF-180, 5 original copies)</li> <li>5. Duly accomplished/notarized Promissory Note (HQP-HLF-174, 5 original copies)</li> <li>6. Disclosure Statement on Loan Transaction (For REM accounts only) (HQP-HLF-280, copy 2) with conformity of the borrower</li> <li>7. Disclosure Statement on Buyer's Transaction (For CTS and DCS accounts only) (HQP-HLF-281, copy 2) with conformity of the borrower</li> <li>8. Authority to Deduct (HQP-HLF-124) (1 original copy) for employees with existing CSA and in case the payment is thru salary deduction</li> <li>9. If mode of payment is thru Post-Dated Checks, 12 PDCS</li> </ol> | <p>Pag-IBIG Branch</p> <p>Pag-IBIG Branch</p> <p>Pag-IBIG Branch</p> <p>Pag-IBIG Branch</p> <p>Pag-IBIG Branch</p> <p>Pag-IBIG Branch</p> <p>Pag-IBIG Branch</p> <p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</p> <p>Issuing Bank/Borrower/Co-Borrower/Spouse</p> |
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