



**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
<p>REQUIRED DOCUMENTS UPON APPLICATION</p> <p>For Legal Heir</p> <ol style="list-style-type: none"> 1. Letter of Intent (HQP-HLF-201) (1 original copy) 2. Updated Real Estate Property Tax (REPT) Receipt/ Tax Clearance and Tax Declaration (Land and Building) (1 original copy) 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) 4. Affidavit of Publication (<i>if title is in name of the borrower</i>) (1 photocopy) 5. Proof of Surviving Legal Heirs (1 original copy) 6. Notarized Special Power of Attorney (SPA) of other Family Members of the Legal Heir (1 original copy and 1 photocopy) <p><u>For OFW Family Members of the Legal Heir</u></p> <ul style="list-style-type: none"> ✓ 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) ✓ For documents executed abroad (1 original copy and 1 photocopy) <ul style="list-style-type: none"> ▪ For Non-Apostille Countries <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> - Apostille SPA <ol style="list-style-type: none"> 7. Duly accomplished Housing Loan Application (HQP-HLF-068) (2 original copies) 	<p>Pag-IBIG Website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Assessor's Office/Municipal's Office</p> <p>Original Borrower/Lawyer</p> <p>Lawyer</p> <p>Pag-IBIG Website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Lawyer</p> <p>Person being represented</p> <p>Philippine Embassy of Host Country/Government</p> <p>Philippine Embassy of Host Country/Government</p> <p>Pag-IBIG Website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<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"> - Passport - Driver's License - Professional Regulation Commission (PRC) ID - Integrated Bar of the Philippines (IBP) ID - National Bureau of Investigation (NBI) Clearance - Police Clearance - Postal ID - Voter's 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 - National Council for the Welfare of Disabled Persons (NCWDP) Certification - Department of Social Welfare and Development (DSWD) Certification - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	<p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO/Host Country) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA) Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	
<p>For Representative of Legal Heir</p> <ol style="list-style-type: none"> 1. Letter of Intent (HQP-HLF-201) (1 original copy) 2. Updated Real Estate Property Tax (REPT) Receipt/Tax Clearance and Tax Declaration (Land and Building) (1 original copy) 	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Fund Branch/Person being represented</p> <p>Assessor's Office/Municipal's Office/Person being represented</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
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 (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch/Person being represented
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 (www.pagibigfund.gov.ph) 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 (www.pagibigfund.gov.ph) or in any Pag-IBIG Fund Branch/Person being represented
<u>For OFW Legal Heir/Family Member of Legal Heir</u>	Person being represented
<ul style="list-style-type: none"> ✓ 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) 	
<ul style="list-style-type: none"> ✓ For documents executed abroad (1 original copy and 1 photocopy) <ul style="list-style-type: none"> ▪ For Non-Apostille Countries <ul style="list-style-type: none"> - SPA duly authenticated by a Philippine Consular Officer, or SPA notarized by local notary (of country where the member is working) but duly authenticated by a Philippine Consular Officer ▪ For Apostille Countries <ul style="list-style-type: none"> - Apostille SPA 	<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"> - Passport - Driver's License - Professional Regulation Commission (PRC) ID - Integrated Bar of the Philippines (IBP) ID - National Bureau of Investigation (NBI) Clearance 	<p>Department of Foreign Affairs (DFA)</p> <p>Land Transportation Office (LTO/Host Country)</p> <p>Professional Regulation Commission (PRC)</p> <p>Integrated Bar of the Philippines (IBP)</p> <p>National Bureau of Investigation (NBI)</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> - Police Clearance - Postal ID - Voter's 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 - National Council for the Welfare of Disabled Persons (NCWDP) Certification - Department of Social Welfare and Development (DSWD) Certification - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	<p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA) Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>

NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.

For Successor-in-Interest	
<ol style="list-style-type: none"> 1. Letter of Intent (HQP-HLF-201) (1 original copy) 2. Updated Real Estate Property Tax (REPT) Receipt/Tax Clearance and Tax Declaration (Land and Building) (1 original copy) 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) 4. Duly accomplished Housing Loan Application (HQP-HLF-068) (2 original copies) 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"> - Passport - Driver's License - Professional Regulation Commission (PRC) ID - Integrated Bar of the Philippines (IBP) ID 	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Fund Branch</p> <p>Assessor's Office/Municipal's Office</p> <p>Original Borrower</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Fund Branch</p> <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO/Host Country) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP)</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> - National Bureau of Investigation (NBI) Clearance - Police Clearance - Postal ID - Voter's 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 - National Council for the Welfare of Disabled Persons (NCWDP) Certification - Department of Social Welfare and Development (DSWD) Certification - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	<p>National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA)</p> <p>Overseas Workers Welfare Administration (OWWA) Philippine Overseas Employment Administration (POEA)</p> <p>Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	
<p>For Representative of Successor-in-Interest</p> <ol style="list-style-type: none"> 1. Letter of Intent (HQP-HLF-201) (1 original copy) 2. Updated Real Estate Property Tax (REPT) Receipt/Tax Clearance and Tax Declaration (Land and Building) (1 original copy) 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) 4. Duly accomplished Housing Loan Application (HQP-HLF-068) (2 original copies) 5. Notarized Special Power of Attorney (SPA) of the Legal Heir (1 original copy and 1 photocopy) 	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Fund Branch/Person being represented</p> <p>Assessor's Office/Municipal's Office/Person being represented</p> <p>Original Borrower</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Fund Branch/Person being represented</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Fund Branch/Person being represented</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<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"> ▪ For Non-Apostille Countries <ul style="list-style-type: none"> - SPA duly authenticated by a Philippine Consular Officer, or SPA notarized by local notary (of country where the member is working but duly authenticated by a Philippine Consular Officer) ▪ For Apostille Countries <ul style="list-style-type: none"> - Apostille SPA <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"> - Passport - Driver's License - Professional Regulation Commission (PRC) ID - Integrated Bar of the Philippines (IBP) ID - National Bureau of Investigation (NBI) Clearance - Police Clearance - Postal ID - Voter's 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 - National Council for the Welfare of Disabled Persons (NCWDP) Certification - Department of Social Welfare and Development (DSWD) Certification 	<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) Land Transportation Office (LTO/Host Country) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA) Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p>

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