



**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
<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>For OFW Family Members of the Legal Heir</b>	
✓ 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)	Person being represented
✓ 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>	Philippine Embassy of Host Country/Government
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 Branch

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<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 (NCWDP) 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>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><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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<p>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)</p> <p>4. Affidavit of Publication (<i>if title is in name of the borrower</i>) (1 photocopy)</p> <p>5. Proof of Surviving Legal Heirs (1 original copy)</p> <p>6. Notarized Special Power of Attorney (SPA) of other Family Members of the Legal Heir (1 original copy and 1 photocopy)</p> <p>7. Duly accomplished Housing Loan Application (HQP-HLF-068) (2 original copies)</p> <p>8. Notarized Special Power of Attorney (SPA) of the Legal Heir (1 original copy and 1 photocopy)</p>	<p>Original Borrower/Lawyer</p> <p>Lawyer</p> <p>Pag-IBIG Website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch/Person being represented</p> <p>Lawyer</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>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><u>For OFW Legal Heir/Family Member of Legal Heir</u></p> <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 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</li> </ul> </li> <li>▪ For Apostille Countries <ul style="list-style-type: none"> <li>- Apostille SPA</li> </ul> </li> </ul> <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>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)</p> <p>Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<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>   <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 (NCWDP) 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>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><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) (2 original copies)</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) Land Transportation Office (LTO/Host Country) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP)</p>

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<b>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</b>	
<b>REQUIRED DOCUMENTS UPON APPROVAL</b>	
1. Pag-IBIG Fund Official Receipt (PFOR) representing payment of applicable expenses (1 photocopy)	Pag-IBIG Branch
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>	Pag-IBIG Branch
3. Duly accomplished/notarized Loan and Mortgage Agreement (For REM accounts) (HQP-HLF-162, 5 original copies)	Pag-IBIG Branch
4. Duly accomplished/notarized Deed of Conditional Sale (For CTS and DCS accounts) (HQP-HLF-180, 5 original copies)	Pag-IBIG Branch
5. Duly accomplished/notarized Promissory Note (HQP-HLF-174, 5 original copies)	Pag-IBIG Branch
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>	Pag-IBIG Branch
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>	Pag-IBIG Branch
8. Authority to Deduct (HQP-HLF-124) (1 original copy) for employees with existing CSA and in case the payment is thru salary deduction	Pag-IBIG website ( <a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a> ) or in any Pag-IBIG Branch
9. If mode of payment is thru Post-Dated Checks, 12 PDCs	Issuing Bank/Borrower/Co-Borrower/Spouse
<b>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</b>	