



## CHECKLIST OF REQUIREMENTS FOR REDEMPTION OF FORECLOSED PROPERTY (FOR FULL PAYMENT)

REQUIRED DOCUMENTS	WHERE TO SECURE
<p><b>For Original Borrower</b></p> <p>1. One (1) Valid ID with signature (1 photocopy, back-to-back) of original borrower. 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>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> <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 Original Borrower</b></p> <p>1. Notarized Special Power of Attorney (SPA) of original borrower/s and spouse (1 original copy and 1 photocopy)</p>	<p>Person being represented</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p><u>For OFW borrower/s and spouse</u></p> <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 (1 original copy and 1 photocopy)</li> <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 notarized by a Philippine Consular Officer, or SPA notarized by a local notary (of country where the member is working) but duly authenticated by the Philippine Consulate</li> </ul> </li> <li>▪ For Apostille Countries <ul style="list-style-type: none"> <li>- Apostille SPA</li> </ul> </li> </ul> </li> </ul>	<p>Person being represented</p> <p>Philippine Embassy of Host Country/ Government</p> <p>Philippine Embassy of Host Country/ Government</p>
<p>2. One (1) Valid ID with signature (1 photocopy, back-to-back) of representative and borrower/ co-borrower. 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> </ul>	<p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO) Professional Regulation Commission (PRC)</p> <p>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)</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <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>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 Legal Heir</b></p> <ol style="list-style-type: none"> <li>1. Death Certificate of borrower-mortgagor (1 photocopy)</li> <li>2. Birth Certificate of the legal heir (1 photocopy)</li> <li>3. Last Will and Testament (1 photocopy) or Extra-Judicial Settlement of Estate with Affidavit of Publication <i>(if title is in name of borrower)</i></li> <li>4. Proof of Surviving Legal Heirs (HQP-PFF-030) (1 original copy)</li> <li>5. Notarized Special Power of Attorney (SPA) of other Family Members of the Legal Heir (1 original copy and 1 photocopy)</li> </ol> <p><u>For OFW Family Members of the Legal Heir</u></p> <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> <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> <ol style="list-style-type: none"> <li>6. One (1) Valid ID with signature (1 photocopy, back-to-back) of Legal Heir. Any of the following:</li> </ol>	<p>Philippine Statistics Authority (PSA)</p> <p>PSA</p> <p>Original Borrower/Lawyer/Publisher</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>Lawyer</p> <p>Person being represented</p> <p>Philippine Embassy of Host Country/ Government</p> <p>Philippine Embassy of Host Country/ Government</p>

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<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>Department of Foreign Affairs (DFA) Land Transportation Office (LTO) Professional Regulation Commission (PRC)</p> <p>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> <ol style="list-style-type: none"> <li>1. Death Certificate of borrower-mortgagor (1 photocopy)</li> <li>2. Birth Certificate of the legal heir (1 photocopy)</li> <li>3. Last Will and Testament (1 photocopy) or Extra-Judicial Settlement of Estate with Affidavit of Publication <i>(if title is in name of borrower)</i></li> <li>4. Proof of Surviving Legal Heirs (HQP-PPF-030) (1 original copy)</li> </ol>	<p>Philippine Statistics Authority (PSA)</p> <p>Philippine Statistics Authority (PSA)</p> <p>Original Borrower/Lawyer/Publisher</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>

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<p>5. Notarized Special Power of Attorney (SPA) of Legal Heir/Family Members of the Legal Heir (1 original copy and 1 photocopy)'</p> <p>Notarized SPA of Legal Heir (1 original copy and 1 photocopy)</p> <p><u>For OFW Legal Heir/Family Members of Legal Heir</u></p> <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 (1 original copy and 1 photocopy)</li> <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 notarized by a Philippine Consular Officer, or SPA notarized by a local notary (of country where the member is working) but duly authenticated by the Philippine Consulate</li> </ul> </li> <li>▪ For Apostille Countries <ul style="list-style-type: none"> <li>- Apostille SPA</li> </ul> </li> </ul> </li> </ul>	<p>Lawyer</p> <p>Person being represented</p> <p>Person being represented</p> <p>Philippine Embassy of Host Country/ Government</p> <p>Philippine Embassy of Host Country/ Government</p>
<p>6. One (1) Valid ID with signature (1 photocopy, back-to-back) of representative and 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> </ul>	<p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO) Professional Regulation Commission (PRC)</p> <p>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)/ Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p>

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<ul style="list-style-type: none"> <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>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 Buyer/Assignee</b></p> <ol style="list-style-type: none"> <li>1. Deed of Absolute Sale/Deed of Assignment/ Deed of Sale with Assumption of Mortgage (1 photocopy)</li> <li>2. Notarized Special Power of Attorney (SPA) of Original Borrower/s and spouse (1 original copy and 1 photocopy)</li> <li>3. One (1) Valid ID with signature (1 photocopy, back-to-back) of Original Borrower/s and spouse/s, if applicable and Buyer/ Assignee. 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> <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> </ul> </li> </ol>	<p>Buyer/Assignee</p> <p>Original Borrower</p> <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO) Professional Regulation Commission (PRC)</p> <p>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)</p> <p>Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p>

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<p><b>For Representative of Buyer/Assignee</b></p> <ol style="list-style-type: none"> <li>1. Deed of Absolute Sale/Deed of Assignment/ Deed of Sale with Assumption of Mortgage (1 photocopy)</li> <li>2. Notarized Special Power of Attorney (SPA) of Original Borrower/s and spouse (1 original copy and 1 photocopy)</li> <li>3. Notarized SPA of Buyer/Assignee (1 original copy and 1 photocopy)</li> </ol> <p><u>For OFW Original Borrower/s and spouse and Buyer/Assignee</u></p> <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 (1 original copy and 1 photocopy)</li> <li>✓ For documents executed abroad (1 original copy ad 1 photocopy) <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 a local notary (of country where the member is working) but duly authenticated by the Philippine Consulate</li> </ul> </li> <li>▪ For Apostille Countries <ul style="list-style-type: none"> <li>- Apostille SPA</li> </ul> </li> </ul> </li> </ul> <ol style="list-style-type: none"> <li>4. One (1) Valid ID with signature (1 photocopy, back-to-back) of Original Borrower/s and spouse, representative and buyer/assignee. Any of the following: <ul style="list-style-type: none"> <li>- Passport</li> </ul> </li> </ol>	<p>Buyer/Assignee</p> <p>Original Borrower</p> <p>Person being represented</p> <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)</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <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>Land Transportation Office (LTO) Professional Regulation Commission (PRC)</p> <p>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>
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