



CHECKLIST OF REQUIREMENTS FOR REDEMPTION OF FORECLOSED PROPERTY (FOR INSTALLMENT PAYMENT)

REQUIRED DOCUMENTS	WHERE TO SECURE
For Original Borrower	
<ol style="list-style-type: none"> 1. Letter of Conforme (1 original copy) 2. One (1) Valid ID with signature (1 photocopy, back to back) of original borrower. 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 - 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 (NCWPD) 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>Borrower</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> <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 Representative of Original Borrower	
<ol style="list-style-type: none"> 1. Letter of Conforme (1 original copy) 2. Notarized Special Power of Attorney (SPA) of original borrower/s and spouse (1 original copy and 1 photocopy) 	<p>Borrower</p> <p>Person being represented</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p><u>For OFW Original Borrower</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 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 ▪ For Apostille Countries <ul style="list-style-type: none"> - Apostille SPA <p>3. 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"> - 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 (NCWPD) 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) 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)
NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.	
<p>For Legal Heir</p> <ol style="list-style-type: none"> 1. Letter of Conforme (1 original copy) 2. Death Certificate of borrower-mortgagor (1 photocopy) 3. Birth Certificate of the legal heir (1 photocopy) 4. 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>) (1 photocopy) 5. Proof of Surviving Legal Heirs (HQP-PFF-030) (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 prior to date of departure with photocopy of passport indicating the date of arrival and departure (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 	<p>Legal Heir</p> <p>Philippine Statistics Authority (PSA)</p> <p>PSA</p> <p>Original Borrower/Lawyer/Publisher</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>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>7. One (1) Valid IDs with signature of Legal Heir (1 photocopy, back-to-back). 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 (NCWPD) 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) 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 Conforme (1 original copy) 2. Death Certificate of borrower-mortgagor (1 photocopy) 3. Birth Certificate of the Legal Heir (1 photocopy) 4. Last Will and Testament (if any) (1 photocopy) or Extra-Judicial Settlement of Estate with Affidavit of Publication (<i>if title is in name of borrower</i>) (1 photocopy) 	<p>Legal Heir</p> <p>Philippine Statistics Authority (PSA)</p> <p>PSA</p> <p>Original Borrower/Lawyer/Publisher</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>5. Proof of Surviving Legal Heirs (HQP-PPF-030) (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. Notarized SPA of Legal Heir (1 original copy and 1 photocopy)</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><u>For OFW Legal Heir/Family Members of 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 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 ▪ For Apostille Countries <ul style="list-style-type: none"> - Apostille SPA 	<p>Person being represented</p> <p>Philippine Embassy of Host Country/ Government</p> <p>Philippine Embassy of Host Country/ Government</p>
<p>8. 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"> - 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 	<p>Department of Foreign Affairs (DFA)</p> <p>Land Transportation Office (LTO)</p> <p>Professional Regulation Commission (PRC)</p> <p>Integrated Bar of the Philippines (IBP)</p> <p>National Bureau of Investigation (NBI)</p> <p>Local Police Station</p> <p>Post Office</p> <p>Commission on Election (COMELEC)</p> <p>Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS)</p> <p>Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA)</p> <p>Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA)</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> - 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 (NCWPD) 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>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> <p>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 Buyer/Assignee</p> <ol style="list-style-type: none"> 1. Deed of Absolute Sale/Deed of Assignment/ Deed of Sale with Assumption of Mortgage (1 photocopy) 2. Letter of Conforme (1 original copy) 3. Notarized Special Power of Attorney (SPA) of Original Borrower/s and spouse (1 original copy and 1 photocopy) <p><u>For OFW Original Borrower</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 prior to date of departure with photocopy of passport indicating the date of arrival and departure (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 	<p>Buyer/Assignee</p> <p>Buyer/Assignee</p> <p>Original Borrower</p> <p>Person being represented</p> <p>Philippine Embassy of Host Country/ Government</p> <p>Philippine Embassy of Host Country/ Government</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>4. One (1) Valid ID with signature (1 photocopy, back-to-back) of Original Borrower/s and spouse and Buyer/Assignee. 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 (NCWPD) 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) 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 Buyer/Assignee</p> <ol style="list-style-type: none"> 1. Deed of Absolute Sale/Deed of Assignment/ Deed of Sale with Assumption of Mortgage (1 photocopy) 2. Letter of Conforme (1 original copy) 3. Notarized Special Power of Attorney (SPA) of Original Borrower/s and spouse (1 original copy and 1 photocopy) 	<p>Buyer/Assignee</p> <p>Buyer/Assignee</p> <p>Original Borrower</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>4. Notarized SPA of Buyer/Assignee (1 original copy and 1 photocopy)</p> <p><u>For OFW Original Borrower and Buyer/Assignee</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 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 ▪ For Apostille Countries <ul style="list-style-type: none"> - Apostille SPA <p>5. 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:</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 	<p>Pag-IBIG Website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch/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) 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>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none">- National Council for the Welfare of Disabled Persons (NCWPD) 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)	National Council on Disability Affairs (NCDA)/Department of Social Welfare and Development (DSWD) DSWD Government Office/Government-Owned and Controlled Corporation (GOCC)
NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.	