



**CHECKLIST OF REQUIREMENTS FOR Pag-IBIG HOUSING APPLICATION
(For Window 2 Accounts)**

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>FOR MEMBER-APPLICANT/BORROWER</p> <p>1. Duly Accomplished Housing Loan Application (HLA, HQP-HLF-068/069) with recent 1" x 1" ID photo of borrower/co-borrower (<i>if applicable</i>) (2 original copies). Computer generated or photocopied picture is not acceptable. <i>Note: For employers who are requiring their employees of an authorization letter allowing said employer to disclose employment information to Pag-IBIG Fund, the member-applicant shall execute a letter in the format being required by his/her employer.</i></p> <p>2. Proof of Income <u>For Locally Employed, any of the following:</u></p> <p>a. Notarized Certificate of Employment and Compensation (CEC), indicating the gross monthly income and monthly allowances or monthly monetary benefits received by the employee (1 original copy) duly signed by the authorized signatory of the employer For system generated CEC, notarize the said CEC with signature of the authorized signatory of the employer.</p> <p>b. Latest Income Tax Return (ITR) for the year immediately preceding the date of loan application, with attached BIR Form No. 2316, duly acknowledged by the BIR or authorized representative of employer (1 photocopy)</p> <p>c. One (1) Month Payslip, within the last three (3) months prior to date of loan application with name and signature of the authorized signatory of the employer (1 certified true copy) NOTE: For government employees who will be paying their loan amortization through salary deduction, the original copy of One (1) Month Payslip, within the last three (3) months prior to date of loan application, must be submitted together with CEC or ITR as mentioned above.</p> <p><u>For Self-Employed, any of the following:</u></p> <p>a. ITR (1 certified true copy) (BIR Form No. 1701) duly certified by BIR, Audited Financial Statements (1 photocopy), and Official Receipt of tax payment from bank supported with DTI Registration and Mayor's</p>	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Employer</p> <p>Employer</p> <p>Employer</p> <p>Bureau of Internal Revenue (BIR)/ Department of Trade and Industry (DTI)/ Municipal's Office/ City Hall</p>

REQUIRED DOCUMENTS	WHERE TO SECURE							
<p>Permit/Business Permit (1 photocopy) and sketch of business location</p>								
<p>b. Commission Voucher (1 photocopy) or Certification of commission received (1 original copy) reflecting the issuer's name and contact details (for the last 12 months)</p>	Employer/Business Owner/Source of Commissions							
<p>c. Bank Statements (1 original copy) or passbook (1 photocopy) for the last 12 months (in case income is sourced from foreign remittances, pensions, etc.) with authorization from the depositor to conduct bank verification indicating the following information (account name, type, number, opening date, depository bank, signature over printed name of depositor and details of credit investigator from Pag-IBIG Fund)</p>	Issuing Bank							
<p>d. Notarized Lease Contract and proof of ownership or rights over the property subject of lease (if income is derived from rental payments) (1 photocopy)</p>	Property Owner							
<p>e. Certified True Copy of Transport Franchise issued by appropriate government agency (LGU for tricycles, LTFRB for other PUVs, MARINA for sea transportation) and valid Official Receipt (OR)/Certificate of Registration (CR) (1 photocopy)</p>	Local Government Unit (LGU)/Land Transportation Franchising and Regulatory Board (LTFRB)/Transportation Association/ Maritime Industry Authority (MARINA)							
<p>f. Certificate of Engagement (HQP-HLF-111) issued by owner of business or person availing of the services (1 original copy)</p>	<table border="1"> <thead> <tr> <th data-bbox="831 1270 1177 1306">Owner</th> <th data-bbox="1177 1270 1531 1306">Authorized to Certify</th> </tr> </thead> <tbody> <tr> <td data-bbox="831 1306 1177 1474">Micro-entrepreneurs</td> <td data-bbox="1177 1306 1531 1474">Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain</td> </tr> <tr> <td data-bbox="831 1474 1177 1940">Agriculture/Forestry/ Fishery</td> <td data-bbox="1177 1474 1531 1940">Department of Agrarian Reform (DAR)/ Department of Environment and Natural Resources (DENR)/ Department of Agriculture (DA)/ Local Government Unit (LGU)/ Land Owner/Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain</td> </tr> </tbody> </table>		Owner	Authorized to Certify	Micro-entrepreneurs	Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain	Agriculture/Forestry/ Fishery	Department of Agrarian Reform (DAR)/ Department of Environment and Natural Resources (DENR)/ Department of Agriculture (DA)/ Local Government Unit (LGU)/ Land Owner/Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain
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REQUIRED DOCUMENTS	WHERE TO SECURE	
	Private Household	Employer, duly certified by Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain
	Transport	Operator, duly certified by Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain
	Other Community, Social and Personal Service Activities	Business Owner/ Person availing of the service, duly certified by Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain
<p>g. ITR BIR Form No. 1701 (1 photocopy) for fees on professional services, commissions or services rendered (for the last 12 months). NOTE: The applicant should submit ITR BIR Form No. 2307 (1 photocopy) to support/supplement the income document mentioned above</p> <p><u>For Overseas Filipino Workers (OFWs), any of the following:</u></p> <p>a. Employment Contract duly certified by POEA, Philippine Consular Office at Host Country or MSO at Pag-IBIG Overseas Post within the past 12 Months</p> <ul style="list-style-type: none"> ▪ Employment Contract between employee and employer (1 photocopy); or ▪ POEA Standard Contract (1 photocopy) <p>b. Certificate of Employment and Compensation (CEC) within the past 12 months</p> <ul style="list-style-type: none"> ▪ CEC written on the Employer/ Company's official letterhead (1 original copy); or ▪ CEC (1 original copy) signed by employer (for household staff and similarly situated employees) supported by a photocopy of the employer's ID <p>The applicant should submit any of the following documents to support/supplement the income documents mentioned above:</p> <ul style="list-style-type: none"> ✓ Payslip indicating income received and period covered (1 photocopy) 	<p>BIR</p> <p>Borrower/POEA/ Philippine Consular Office at Host Country/MSO at Pag-IBIG Overseas Post Borrower/POEA/ Philippine Consular Office at Host Country/MSO at Pag-IBIG Overseas Post</p> <p>Employer</p> <p>Employer</p> <p>Employer</p>	

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ✓ Valid OWWA Membership Certificate (1 photocopy) ✓ Overseas Employment Certificate (1 photocopy) ✓ Passport with appropriate visa (Working Visa) (1 photocopy) ✓ Residence card/permit (permit to stay indicating work as the purpose) (1 photocopy) ✓ Bank remittance record (1 original copy) 	<p>Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA)/ Employer Host country/Government</p> <p>Host country/Government</p> <p>Member-Applicant/ Borrower</p>
<p>NOTE: If documents are in foreign language/s, English translation is required.</p>	
<p>3. One (1) valid ID with signature (1 photocopy, back-to-back) of borrower and spouse, co-borrower and spouse, <i>if applicable</i>. The same ID must be presented during the conduct of borrower's validation. 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 (SSS) 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 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)</p> <p>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) Department of Social Welfare and Development (DSWD) Government Office/Government-Owned and Controlled Corporation (GOCC)</p>
<p>4. In case of discrepancy in personal details of the Principal Borrower and Spouse, Co-Borrower and Spouse, Seller/s and Spouse/s (e.g. name, date of birth), Notarized Affidavit of Two Disinterested Person (1 original copy and 1 photocopy)</p>	<p>Principal Borrower and Spouse, Co-Borrower and Spouse, Seller/s and Spouse/s</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>5. <u>Insurance Coverage</u></p> <ul style="list-style-type: none"> - Health Statement Form (Medical Questionnaire) (1 original copy) <ul style="list-style-type: none"> ▪ For borrowers over 60 years old ▪ For borrowers up to 60 years old, if loan is over P2.0M to P6.0M - Health Statement Form (Medical Questionnaire) (1 original copy) and Copy of the result of medical examination conducted prior to assignment overseas as required by the employment agency (1 photocopy) <ul style="list-style-type: none"> ▪ For OFW borrowers over 60 years old <p>6. Authority to Deduct Loan Amortization (HQP-HLF-124/634) (1 original copy) for employees with existing CSA and in case that payment is through salary deduction.</p> <p>7. <u>If with outstanding Housing Account with Pag-IBIG Fund</u></p> <ul style="list-style-type: none"> ▪ Notice of Application for a New Housing Account (HQP-HLF-409) with signature of other borrower/s of the existing housing account on the “Conforme” portion of the notice signifying their consent and awareness to the policies on availment of multiple housing in Pag-IBIG Fund. (1 original copy) 	<p>Pag-IBIG Branch</p> <p>Pag-IBIG Branch and Medical Hospital</p> <p>Pag-IBIG Branch</p> <p>Pag-IBIG Branch</p>
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	
<p>THRU REPRESENTATIVE/ATTORNEY-IN-FACT</p> <p>1. Duly Accomplished Housing Loan Application (HLA, HQP-HLF-068/069) with recent 1” x 1” ID photo of borrower/co-borrower (<i>if applicable</i>) (2 original copies). Computer generated or photocopied picture is not acceptable. <i>Note: For employers who are requiring their employees of an authorization letter allowing said employer to disclose employment information to Pag-IBIG Fund, the member-applicant shall execute a letter in the format being required by his/her employer.</i></p> <p>2. Proof of Income <u>For Locally Employed, any of the following:</u></p> <p>a. Notarized Certificate of Employment and Compensation (CEC), indicating the gross monthly income and monthly allowances or monthly monetary benefits received by the employee (1 original copy) duly signed by the authorized signatory of the employer. For system generated CEC, notarize the said CEC with signature of the authorized signatory</p>	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Employer</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>of the employer.</p>	
<p>b. Latest Income Tax Return (ITR) for the year immediately preceding the date of loan application, with attached BIR Form No. 2316, duly acknowledged by the BIR or authorized representative of employer (1 photocopy)</p>	<p>Employer</p>
<p>c. One (1) Month Payslip, within the last three (3) months prior to date of loan application (with name and signature of the authorized signatory of the employer (1 certified true copy) NOTE: For government employees who will be paying their loan amortization through salary deduction, the original copy of One (1) Month Payslip, within the last three (3) months prior to date of loan application, must be submitted together with CEC or ITR as mentioned above.</p>	<p>Employer</p>
<p><u>For Self-Employed, any of the following:</u></p>	
<p>a. ITR (1 certified true copy) (BIR Form No. 1701) duly certified by BIR, Audited Financial Statements (1 photocopy), and Official Receipt of tax payment from bank supported with DTI Registration and Mayor's Permit/Business Permit (1 photocopy) and sketch of business location</p>	<p>Bureau of Internal Revenue (BIR)/ Department of Trade and Industry (DTI)/ Municipal's Office/ City Hall</p>
<p>b. Commission Voucher (1 photocopy) or Certification of commissions received (1 original copy) reflecting the issuer's name and contact details (for the last 12 months)</p>	<p>Employer/Business Owner/Source of Commissions</p>
<p>c. Bank Statements (1 original copy) or passbook (1 photocopy) for the last 12 months (in case income is sourced from foreign remittances, pensions, etc.) with authorization from the depositor to conduct bank verification indicating the following information (account name, type, number, opening date, depository bank, signature over printed name of depositor and details of credit investigator from Pag-IBIG Fund)</p>	<p>Issuing Bank</p>
<p>d. Notarized Lease Contract and proof of ownership or rights over the property subject of lease (1 photocopy) (if income is derived from rental payments)</p>	<p>Property Owner</p>
<p>e. Certified True Copy of Transport Franchise issued by appropriate government agency (LGU for tricycles, LTFRB for other PUVs, MARINA for sea transportation) and valid Official Receipt (OR)/Certificate of Registration</p>	<p>Local Government Unit (LGU)/ Land Transportation Franchising and Regulatory Board (LTFRB)/Maritime Industry Authority (MARINA)</p>

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<p><u>For Overseas Filipino Workers (OFWs) any of the following:</u></p> <p>a. Employment Contract duly certified by POEA, Philippine Consular Office at Host Country or MSO at Pag-IBIG Overseas Post within the past 12 months</p> <ul style="list-style-type: none"> ▪ Employment Contract between employee and employer (1 photocopy); or ▪ POEA Standard Contract (1 photocopy) <p>b. Certificate of Employment and Compensation (CEC) within the past 12 months</p> <ul style="list-style-type: none"> ▪ CEC written on the Employer/ Company's official letterhead (1 original copy); or ▪ CEC (1 original copy) signed by employer (for household staff and similarly situated employees) supported by a photocopy of the employer's ID <p>The applicant should submit any of the following documents to support/supplement the income documents mentioned above:</p> <ul style="list-style-type: none"> - Payslip indicating income received and period covered (1 photocopy) - Valid OWWA Membership Certificate (1 photocopy) - Overseas Employment Certificate (1 photocopy) - Passport with appropriate visa (Working Visa) (1 photocopy) - Residence card/permit (permit to stay indicating work as the purpose) (1 photocopy) - Bank remittance record (1 original copy) <p>NOTE: If documents are in foreign language/s, English translation is required.</p> <p>3. One (1) valid ID with signature (1 photocopy, back-to-back) of borrower and spouse, co-borrower and spouse and Attorney-In-Fact, <i>if applicable</i>. The same ID must be presented during the conduct of borrower's validation. 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 	<p>Borrower/POEA/Philippine Consular Office at Host Country or MSO at Pag-IBIG Overseas Post Borrower/POEA/Philippine Consular Office at Host Country or MSO at Pag-IBIG Overseas Post</p> <p>Employer Employer</p> <p>Employer</p> <p>Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA)/ Employer Host country/Government</p> <p>Host country/Government</p> <p>Member-Applicant/ Borrower</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)</p> <p>National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC)</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> - Government Service Insurance System (GSIS) e-Card - Social Security System (SSS) 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 GOCC ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	<p>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> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) Department of Social Welfare and Development (DSWD) Government Office/Government-Owned and Controlled Corporation (GOCC)</p>
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<p>5. <u>Insurance Coverage</u></p> <ul style="list-style-type: none"> - Health Statement Form (Medical Questionnaire) (1 original copy) <ul style="list-style-type: none"> ▪ For borrowers over 60 years old ▪ For borrowers up to 60 years old, if loan is over P2.0M to P6.0M - Health Statement Form (Medical Questionnaire) (1 original copy) and Copy of the result of medical examination conducted prior to assignment overseas as required by the employment agency (1 photocopy) <ul style="list-style-type: none"> ▪ For OFW borrowers over 60 years old 	<p>Pag-IBIG Branch</p> <p>Pag-IBIG Branch and Medical Hospital</p>
<p>6. Notarized Special Power of Attorney (SPA) of the borrower/s and spouse (1 original copy and 1 photocopy)</p>	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch/Person being represented</p>
<p><u>For OFW members</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, 1 photocopy) ✓ For documents executed abroad (1 original copy, 1 photocopy) 	<p>Person being Represented</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ▪ For Non-Apostille Countries <ul style="list-style-type: none"> ✓ SPA authenticated by a Philippine Consular Officer, or SPA notarized by a local notary (of the 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>7. Authority to Deduct Loan Amortization (HQP-HLF-124/634) (1 original copy) for employees with existing CSA and in case that payment is through salary deduction.</p> <p>8. <u>If with outstanding Housing Account with Pag-IBIG Fund</u></p> <ul style="list-style-type: none"> ▪ Notice of Application for a New Housing Account (HQP-HLF-409) with signature of other borrower/s of the existing housing account on the “Conforme” portion of the notice signifying their consent and awareness to the policies on availment of multiple housing in Pag-IBIG Fund. (1 original copy) 	<p>Philippine Embassy of Host Country/ Government</p> <p>Philippine Embassy of Host Country/ Government</p> <p>Pag-IBIG Branch Person being Represented</p> <p>Pag-IBIG Branch</p>
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	
<p>FOR DEVELOPER</p>	
<p>1. Two (2) photocopies of Latest Transfer Certificate of Title (TCT) in the name of the developer or land Owner, (in case of Joint Venture)/ Condominium Certificate of Title (CCT) in the name of the developer or land Owner, (in case of Joint Venture), subject to the following:</p> <ul style="list-style-type: none"> ✓ In case of Lot <ul style="list-style-type: none"> a. With minimum lot area of 28 square meters b. With access road, minimum width of 1.5 meters c. Minimum lot width frontage of 3.5 meters ✓ In case of Condominium Unit, with minimum floor area of 18 square meters. If less than the 18 square meters, submit Single Occupancy Permit from HLURB ✓ Must be free from liens and encumbrances <p>2. Updated Tax Declaration (House/s and Lot/s) classified as residential and Updated Real Estate Tax Receipt/s as of the quarter immediately preceding the date of application (2 photocopies)</p> <p>3. Notarized Developer’s Sworn Certification (HQP-HLF-062) (1 original copy)</p>	<p>Developer /Registry of Deeds (RD)/Land Registration Authority (LRA)</p> <p>Assessor’s Office/Municipal’s Office/Local Government Unit (LGU)</p> <p>Pag-IBIG Branch</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
4. Pre-signed Deed of Assignment of CTS with SPA (With Buyer's Conformity) (HQP-HLF-524) (6 original copies)	Pag-IBIG Branch
5. Notarized Contract-to-Sell (HQP-HLF-161) (2 original copies)	Pag-IBIG Branch
6. Preliminary/Updated Appraisal Report (1 photocopy)	Pag-IBIG Branch
7. Pag-IBIG Fund Official Receipt for payment of Processing Fee (1 photocopy)	Pag-IBIG Branch
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	