



**CHECKLIST OF REQUIREMENTS FOR RELEASE OF LOAN PROCEEDS
TO THE DEVELOPER THROUGH CHECK**

REQUIRED DOCUMENTS	WHERE TO SECURE
A. REQUIREMENTS PRIOR TO LOAN RELEASE	
1. Individual TCT/CCT covering the subject house and lot package/condominium unit with Deed of Assignment of CTS with SPA (With Buyer's Conformity) duly annotated thereon (Owner's Duplicate Copy) (1 original copy) <ul style="list-style-type: none"> - In case of discrepancy in name and other personal circumstances of owner/s or errors in technical description, registration of judicial correction or annotation of affidavit of correction 	Registry of Deeds
2. TCT/CCT covering the subject property (<i>Certified True Copy</i>) in the name of the developer or owner of land, in case of Joint Venture, free from any lien and/or encumbrances, except for the mortgage annotation of Pag-IBIG Fund (RD's Copy) (1 original copy) <ul style="list-style-type: none"> - In case of discrepancy in name and other personal circumstances of owner/s or errors in technical description, registration of judicial correction or annotation of affidavit of correction 	Registry of Deeds
3. Updated Tax Declaration (House/s and Lot/s) and Updated Real Estate Tax Receipt as of the quarter immediately preceding the date of submission of documents in compliance to Notice of Approval (2 photocopies)	Assessor's Office/ Municipal's Office/Local Government Unit (LGU)
4. Loan Mortgage Documents <ul style="list-style-type: none"> a. Notarized Deed of Assignment of CTS with SPA (With Buyer's Conformity) duly registered with Registry of Deeds and bearing the original RD stamp (HQP-HLF-524) (3 original copies) b. Duly Notarized Promissory Note (HQP-HLF-086/087) (3 original copies) c. Pre-signed Deed of Absolute Sale (6 original copies)/Pre-signed Deed of Absolute Sale (HQP-HLF-278) (6 original copies) for developers with Joint Venture Agreement/Special Power of Attorney d. Disclosure Statement on Loan Transaction with conformity of the borrower (HQP-HLF-085) (1 original copy and 2 photocopies) e. Signed Notice of Approval with conformity of the borrower (HQP-HLF-522) (1 original copy and 2 photocopies) f. Pre-signed Loan and Mortgage Agreement (HQP-HLF-162/163) (7 original copies) 	Pag-IBIG Branch Pag-IBIG Branch Pag-IBIG Branch Pag-IBIG Branch Pag-IBIG Branch

REQUIRED DOCUMENTS	WHERE TO SECURE
5. Notarized Certificate of Acceptance (HQP-HLF-083) (1 original copy and 1 photocopy) 6. Occupancy Permit (1 photocopy) 7. Authority to Deduct Loan Amortization (HQP-HLF-124/634) (1 original copy) for employers with existing CSA and in case that payment is through salary deduction	Pag-IBIG Branch Assessor's Office/Municipal's Office/LGU Pag-IBIG Branch
NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.	
B. CHECK RELEASING REQUIREMENTS	
1. Authorization letter for the Representative/ Secretary Certificate (1 original copy) 2. Official Receipt issued by the Developer/ Company/ Bank or Validated deposit slip (1 original copy) 3. Two (2) valid IDs of the Authorized Representative (1 photocopy each, back-to-back). 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 (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) 4. If mode of payment is thru PDC, 12 Post-Dated Checks (PDCs)	Developer Developer/ Issuing Bank 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) Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS) 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) Bureau of Immigration (BI) 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) Issuing Bank
NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.	