



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

REQUIRED DOCUMENTS	WHERE TO SECURE
<b>A. REQUIREMENTS PRIOR TO LOAN RELEASE</b>	
<ol style="list-style-type: none"> <li>1. TCT/CCT covering the subject property in the name of Pag-IBIG Fund or the borrower (1 original copy)               <ul style="list-style-type: none"> <li>- 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.</li> </ul> </li> <li>2. Security Documents               <ol style="list-style-type: none"> <li>a. Deed of Absolute Sale executed by Developer in favor of the Pag-IBIG Fund or the borrower, as the case may be (HQP-HLF-236/237) (7 original copies)</li> <li>b. Deed of Conditional Sale (HQP-HLF-234/235) between Pag-IBIG Fund and the borrower, if TCT/CCT is still under the name of Pag-IBIG Fund or Loan Mortgage Agreement if TCT/CCT is under the name of the borrower (HQP-HLF-162/163) (7 original copies)</li> <li>c. Duly notarized Promissory Note (HQP-HLF-086/087) (7 original copies)</li> <li>d. Signed Disclosure Statement on Loan Transaction (HQP-HLF-085) with conformity of the borrower and spouse and the co-borrower and spouse, <i>if applicable</i>. (1 original copy and 2 photocopies)</li> <li>e. Signed Notice of Approval (HQP-HLF-152/153) with conformity of the borrower and spouse and the co-borrower and spouse, <i>if applicable</i>. (1 original copy and 2 photocopies)</li> </ol> </li> <li>3. Updated Tax Declaration on the Land in the name of Pag-IBIG Fund or the borrower (1 photocopy)</li> <li>4. Updated Tax Declaration on the improvements in the name of Pag-IBIG Fund or the borrower (1 photocopy)</li> <li>5. Updated Real Estate Tax Receipt as of the quarter immediately preceding the date of submission of documents in compliance to Notice of Approval (1 photocopy)</li> <li>6. Certificate of Acceptance (HQP-HLF-083) (1 original copy and 1 photocopy)</li> <li>7. Occupancy Permit (1 photocopy)</li> <li>8. Transfer Tax Receipt for Lot and Building (1 photocopy)</li> </ol>	<p>Registry of Deeds</p> <p>Pag-IBIG Branch</p> <p>Pag-IBIG Branch</p> <p>Pag-IBIG Branch</p> <p>Pag-IBIG Branch</p> <p>Pag-IBIG Branch</p> <p>Assessor's Office/ Municipal's Office/Local Government Unit (LGU)</p> <p>Assessor's Office/ Municipal's Office/Local Government Unit (LGU)</p> <p>Assessor's Office/ Municipal's Office/Local Government Unit (LGU)</p> <p>Pag-IBIG Branch</p> <p>Assessor's Office/Municipal's Office/LGU</p> <p>Assessor's Office/Municipal's Office/LGU</p>

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<p>9. Proof of Income <i>(In case there are changes with the submitted proof of income upon housing loan application under Window 2)</i></p> <p><i>Please refer to the list of proof of income indicated in the Citizen's Charter on Receive and Approved/Disapprove Housing Loan Application under Window 2 Accounts</i></p>	<p>Borrower</p>
<p><b>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</b></p>	
<p><b>B. CHECK RELEASING REQUIREMENTS</b></p>	
<p>1. Authorization letter for the Representative/ Secretary Certificate (1 original copy)</p> <p>2. Official Receipt issued by the Developer/ Company/ Bank or Validated deposit slip (1 original copy)</p> <p>3. Two (2) valid IDs of the Authorized Representative (1 photocopy each, back-to-back). 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 (SSS) 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 GOCC ID (e.g. AFP ID, IBIG Loyalty Card)</li> </ul> <p>4. If mode of payment is thru PDC, 12 Post-Dated Checks (PDCs)</p>	<p>Developer</p> <p>Developer/ Issuing Bank</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) 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)</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>	