



**CHECKLIST OF REQUIREMENTS FOR  
RENTAL HOUSING CONSTRUCTION LOAN PROGRAM  
(FOR LOCAL GOVERNMENT UNIT)**

REQUIRED DOCUMENTS	WHERE TO SECURE
<p><b><i>Upon loan application</i></b></p> <ol style="list-style-type: none"> <li>1. Letter of Application (HQP-WLF-214)</li> <li>2. Project Proponent's Profile (HQP-WLF-232)</li> <li>3. Project Profile (HQP-WLF-233)</li> <li>4. Authorization to Conduct Bank Investigation (HQP-WLF-234)</li> <li>5. Authorization Conduct Verification (HQP-WLF-235)</li> <li>6. Resolution of Sangguniang Bayan/Panlungsod/Panlalawigan (Original Copy)</li> <li>7. List of elected officials (Housing Board)</li> <li>8. Latest Audited Financial Statements certified by the LGU's Accountant or Commission on Audit (COA)</li> <li>9. Certificate of Borrowing and Debt Service Capacity issued by the Bureau of Local Government Finance</li> <li>10. Certified True Copy of TCT (Mother Title) free from liens and encumbrances</li> <li>11. Tax Declaration/Tax Clearance/Certificate of Tax Receipt (<i>latest copy</i>)</li> <li>12. If project site is not owned, Agreement with a third-party owner for the provision/identification of the land that will serve as the project site of the rental housing development project.</li> <li>13. Vicinity Map/Location Plan</li> <li>14. Set of Building Plans per model, Specifications, Rental Rate, Detailed Bill of Materials and Cost Estimates (<i>duly signed and sealed by the design engineer</i>)</li> <li>15. Construction Schedule/Bar Chart (<i>duly signed and sealed by the design engineer</i>)</li> <li>16. Cash Flow Projection (HQP-WLF-225)</li> </ol>	<p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</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>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</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>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</p> <p>Municipal's Office/Local Government Unit</p> <p>Municipal's Office/Local Government Unit</p> <p>LGU Accountant/LGU's Accountant or Commission on Audit (COA)</p> <p>Bureau of Local Government Finance</p> <p>Project Proponent/Register of Deeds (RD)/Land Registration Authority (LRA)</p> <p>Assessor's Office/Municipal's Office/Local Government Unit</p> <p>Project Proponent/Land Owner</p> <p>Google Map/Project Proponent's Sketch of the Property</p> <p>Licensed Civil Engineer or Architect</p> <p>Licensed Civil Engineer or Architect</p> <p>Pag-IBIG Branch</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p><b><u>Upon approval of application</u></b></p> <p>1. Transfer Certificate of Title (TCT)/Condominium Certificate of Title (CCT)/Original Certificate of Title (OCT) with First Real Estate Mortgage (REM) duly annotated thereon (Owner's Duplicate Copy)</p> <p><u>In case the property cannot serve as collateral for the loan, submit any of the following:</u></p> <p>a. Deed of Assignment of Internal Revenue Allotment (IRA)</p> <p>b. Letter of Guaranty (LOG) stating that the amount equal to a year's amortization of the loan granted by Pag-IBIG Fund shall be set aside and appropriated annually until the said obligation is fully paid, through any of the following instruments:</p> <ul style="list-style-type: none"> <li>- Certification of Internal Operating Budget allocation to be submitted on a yearly basis until the loan obligation is fully paid</li> <li>- Certificate of Time Deposit and other bank certificates;</li> <li>- Trust / Escrow Account;</li> <li>- Government Securities (Treasury bonds, bills, notes, etc.);</li> <li>- Other instruments acceptable to Pag-IBIG Fund.</li> </ul> <p>c. Deed of Assignment of Usufruct of the Land and Building</p> <p>2. Loan Agreement (HQP-WLF-210)</p> <p>3. Real Estate Mortgage (HQP-WLF-212)</p> <p>4. Deed of Assignment of Housing Rentals and Income (HQP-WLF-213)/Deed of Assignment of Housing Rentals and Income with Negative Pledge Agreement (For LGU and/or SUC Use) (HQP-WLF-236)</p> <p>5. Joint Venture Agreement / Memorandum of Agreement with a developer / contractor who will undertake the development and completion of the project, if applicable</p> <p>6. Building, Development, Sanitary and Electrical Permits</p>	<p>Register of Deeds (RD)/ Land Registration Authority (LRA)</p> <p>Treasurer, the Chief Administrative Officer, or the Budget Officer</p> <p>Partner Bank</p> <p>Partner Bank</p> <p>Concerned Government Agency</p> <p>Project Proponent</p> <p>Pag-IBIG Branch</p> <p>Pag-IBIG Branch</p> <p>Pag-IBIG Branch</p> <p>Project Proponent/Developer/Contractor</p> <p>Municipal's Office/Local Government Unit</p>

**NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.**