



CHECKLIST OF REQUIREMENTS FOR DIRECT DEVELOPMENTAL LOAN FOR THE PAMBANSANG PABAHAY PARA SA PILIPINO (4PH) PROGRAM

I. REQUIREMENTS PRIOR TO LOAN APPROVAL

GENERAL REQUIREMENTS

1. Official Endorsement Letter from Department of Human Settlement and Urban Development (DHSUD) (1 original copy)
2. Certificate of Project Accreditation issued by DHSUD Project Management Office (PMO) Head with Development Permit (1 Original Copy/Certified True Copy)
3. Certification of Housing Needs issued by DHSUD Regional Director based on concerned LGU's Local Shelter Plan (1 Original Copy)
4. Memorandum of Understanding (MOU) between the partner Local Government Unit (LGU) and DHSUD regarding 4PH Program or Tripartite Agreement between DHSUD, LGU and Pag-IBIG Fund (1 Certified True Copy) and Resolution of Sangguniang Bayan/Panlungsod/Panlalawigan (Authorizing the Mayor/Governor to sign MOU) (1 Certified True Copy)
5. Memorandum of Agreement (MOA) between LGU and partner developer/contractor (for privately owned property) or Joint Venture Agreement (JVA) with Ordinance issued by the LGU authorizing the proponent/LGU to use the property as collateral (1 Certified True Copy)
6. Letter of Application to avail Direct Developmental Loan for 4PH Program addressed to Pag-IBIG Fund Chief Executive Officer (1 Original Copy)
7. Notarized Secretary's Certificate (1 Original Copy) with attached photocopy of Board Resolution (For Developer/Contractor) or Ordinance of Sangguniang Bayan/Panlungsod/Panlalawigan (For LGU) (*Authority to Borrow, to Mortgage/Assign and Authorized Signatory/ies*) (1 Original Copy)
8. Authorization to Conduct Investigation to Bank/Financial Institution (HQP-WLF-234) (1 Original Copy)
9. Authorization to Conduct Verification to Suppliers (HQP-WLF-235) (1 Original Copy)
10. Cash Flow Projection of project proponent
11. Duly accomplished Project Profile (HQP-WLF-233) (1 Original Copy)
12. Project Perspective/Conceptual Plans for purposes of presentation (Colored Perspective, Colored Floor Plans of each house/unit model, latest pictures of the project), Colored coded Site Development Plan (*for subdivision project*) (Softcopy)
13. Latest Original Certificate of Title (OCT)/Transfer Certificate of Title (TCT) of the property that will be used as project site AND collateral to the Pag-IBIG Direct Developmental Loan for 4PH and its two (2) traceback (1 Certified True Copy)
14. Proof of Authority to use the property as project site AND collateral
 - a. If project site is owned by the LGU: Ordinance of Sangguniang Bayan/Panlungsod/Panlalawigan for the provision/identification of the land that will serve as the project site of the housing project AND collateral to the Pag-IBIG Direct Developmental Loan for 4PH (1 Certified True Copy)
 - b. If project site is owned by third-party owner: Agreement with a third-party owner for the provision/identification of the land that will serve as the project site of the housing project AND collateral to the Pag-IBIG Direct Developmental Loan for 4PH (1 Certified True Copy)
15. Latest Tax Declaration of the property that will be used as project site AND collateral to the Pag-IBIG Direct Developmental Loan for 4PH classified as Residential (if non-residential, please attach Land Use Plan) (1 Certified True Copy) and latest Tax Clearance/Tax Certificate/Real Property Tax (RPT) Payment Receipt (1 Photocopy)
NOTE: For items 13, 14, and 15, if the project site is different from the property that will be used as collateral to the developmental loan, separate document can be submitted.
16. Project Perspective and Architectural Plans (*duly signed and sealed by a Licensed Engineer/Architect*) for determination of prudent production cost (1 Original Copy/Certified True Copy)
17. Payment of non-refundable Filing Fee equivalent to Ten Thousand Pesos (P10,000.00)

ADDITIONAL REQUIREMENTS (Depending on the Type of Project Proponent)

❖ If project proponent is a Developer/Contractor

1. Company/Organization Profile (HQP-WLF-232) (1 Original Copy) with Resume of Key Officers/Directors and Technical Staff (Engineers and Architects) (1 Photocopy)
NOTE: If Contractor, indicate the unit/division tasked to receive all housing loan applications and other documentary requirements, to assist in the evaluation of applications, and to act as the liaison office on all matters relating thereto.
2. Proof of Legal Existence:
 - a. For Corporation/Partnership: Securities and Exchange Commission (SEC) Certificate of Registration, approved Articles of Partnership/Incorporation & By-Laws and latest General Information Sheet (1 Certified True Copy)
 - b. For Single Proprietorship: Department of Trade and Industry (DTI) Certificate of Registration (1 Certified True Copy)
3. Latest Audited Financial Statements and Income Tax Return for the past three (3) years duly received by SEC/BIR and accompanied by an Auditor's Report and Certification of Accreditation of External Auditor (1 Photocopy)
NOTE: For newly created company/project proponent, Audited Interim Financial Statement accompanied by an Auditor's Report, Certification of Accreditation of External Auditor and Statement of Management's Responsibility (1 Photocopy)
4. For Contractor: Philippine Contractors Accreditation Board (PCAB) License (1 Certified True Copy)

❖ If project proponent is a Local Government Unit (LGU)

1. Company/Organization Profile (HQP-WLF-232) (1 Original Copy)
NOTE: Indicate the unit/division tasked to receive all housing loan applications and other documentary requirements, to assist in the evaluation of applications, and to act as the liaison office on all matters relating thereto.
2. Certificate of Net Debt Service Ceiling and Borrowing Capacity issued by the Bureau of Local Government Finance (1 Original Copy/Certified True Copy)
3. If a developer/contractor will undertake the development and completion of the project:
 - 3.1. Company/Organization Profile (HQP-WLF-232) (1 Original Copy) with Resume of Key Officers/Directors and Technical Staff (Engineers and Architects) of the partner developer/contractor (1 Photocopy)
 - 3.2. Proof of Legal Existence of the partner developer/contractor:
 - a. For Corporation/Partnership: Securities and Exchange Commission (SEC) Certificate of Registration, approved Articles of Partnership/Incorporation & By-Laws and latest General Information Sheet (1 Certified True Copy)
 - b. For Single Proprietorship: Department of Trade and Industry (DTI) Certificate of Registration (1 Certified True Copy)
 - 3.3. Latest Audited Financial Statements and Income Tax Return for the past three (3) years duly received by SEC/BIR of the partner developer/contractor and accompanied by an Auditor's Report and Certification of Accreditation of External Auditor (1 Photocopy)

NOTE: For newly created partner developer/contractor, Audited Interim Financial Statement accompanied by an Auditor's Report, Certification of Accreditation of External Auditor and Statement of Management's Responsibility (1 Photocopy)

3.4. For Partner Contractor: Philippine Contractors Accreditation Board (PCAB) License (1 Certified True Copy)

❖ If project proponent is under Joint Venture (JV)

1. Company/Organization Profile (HQP-WLF-232) of the Joint Venture (1 Original Copy)
2. Company/Organization Profile (HQP-WLF-232) of each of the Joint Venture entity/partner (1 Original Copy)
3. Notarized Joint Venture Agreement (JVA) (1 Original Copy)
4. Securities and Exchange Commission (SEC) Certificate of Registration, approved Articles of Partnership & By-Laws and latest General Information Sheet (1 Certified True Copy)
5. Bureau of Internal Revenue (BIR) Certificate of Registration (1 Certified True Copy)
6. For Developer/Contractor JV Entity/Partner:
 - 6.1. Resume of Key Officers/Directors and Technical Staff (Engineers and Architects) (1 Photocopy)
 - 6.2. Latest Audited Financial Statements and Income Tax Return for the past three (3) years duly received by SEC/BIR and accompanied by an Auditor's Report and Certification of Accreditation of External Auditor (1 Photocopy)
NOTE: For newly created company/project proponent, Audited Interim Financial Statement accompanied by an Auditor's Report, Certification of Accreditation of External Auditor and Statement of Management's Responsibility (1 Photocopy)
 - 6.3. For Contractor: Philippine Contractors Accreditation Board (PCAB) License (1 Certified True Copy)
7. For LGU JV Entity/Partner: Certificate of Net Debt Service Ceiling and Borrowing Capacity issued by the Bureau of Local Government Finance (1 Original Copy/Certified True Copy)

II. REQUIREMENTS PRIOR TO SIGNING OF LOAN AGREEMENT

1. Project Plans (*duly signed and sealed by a Licensed Engineer/Architect approved by regulatory bodies*)
 - Complete Set of Approved Land Development Plans with Vicinity/Location Plan
 - Complete Set of Building Plans (*duly signed and sealed by a Licensed Engineer/Architect*)
 - Bill of Materials & Specifications (*duly signed and sealed by a Licensed Engineer/Architect*) each for the Land Development Construction, Construction of each House Models and Building Construction
2. BAR Chart/Construction Schedule (*duly signed by Engineer/Architect*)
3. AITECH Certification (if applicable)
4. If property is classified as non-residential prior to loan approval, Latest Tax Declaration classified as Residential (1 Certified True Copy) and latest Tax Clearance/Tax Certificate/Real Property Tax (RPT) Payment Receipt (1 Photocopy)
5. Cash Flow Projection mutually agreed by Pag-IBIG Fund and project proponent
6. Advance copy of List of Pre-qualified Project Beneficiaries (HQP-WLF-251) (at least 30% of the total number of units subject of financing) (1 Original Copy)
7. Payment of the remaining balance on Processing Fee (equivalent to 1/4 of 1% of the approved loan amount or P50,000.00, whichever is lower, less non-refundable filing fee of P10,000.00 paid prior to loan approval)

III. REQUIREMENTS PRIOR TO INITIAL LOAN RELEASE

1. If the property can serve as collateral for the loan:
 - 1.1. Transfer Certificate of Titles (TCTs)/Condominium Certificate of Titles (CCTs) of subject property/ies with annotation of Real Estate Mortgage with Assignment of Takeout Proceeds, and Affidavit of Mortgagee Bank (1 Owner's Duplicate Copy)
 - 1.2. Duly Notarized Real Estate Mortgage with Assignment of Takeout Proceeds with Registry of Deed (RD) stamp (1 Original Copy)
 - 1.3. DHSUD's Affidavit of Mortgagee Bank with Registry of Deeds (RD) stamp (1 Original Copy)
 - 1.4. Clearance to Mortgage from DHSUD (1 Certified True Copy)
2. If the property cannot serve as collateral for the loan (For LGU only):
 - 2.1. Deed of Assignment of Internal Revenue Allotment in favor of Pag-IBIG Fund with the conformity of the Department of Budget and Management (1 Original Copy)
 - 2.2. Deed of Assignment of Receivables, Rental Payments and Other Income from its commercial concessions in favor of Pag-IBIG Fund (optional) (1 Original Copy)
3. Duly Notarized Loan Agreement (1 Original Copy)
4. Duly validated List of Pre-qualified Project Beneficiaries (HQP-WLF-251) (at least 30% of the total number of units subject of financing and 100% of the said pre-qualified project beneficiaries must be Pag-IBIG Fund members) (1 Original Copy)
5. Duly accomplished Buyer Confirmation Form (HQP-WLF-252) of each project beneficiary (1 Original Copy)
6. License to Sell (LTS) and copy of the Performance Bond submitted to DHSUD (1 Original Copy/Certified True Copy)
7. Certificate of Registration (COR) (1 Certified True Copy)
8. Master Deeds with Declaration of Restrictions stamped received by DHSUD (*for condominium project*) (1 Certified True Copy)
9. Verified Survey Return (VSR) (*duly approved by the Bureau of Lands*)
10. Notice of Borrowing (NOB) (1 Original Copy)
11. Duly notarized Promissory Note with Documentary Stamp payment (1 Original Copy)

IV. REQUIREMENTS PRIOR TO SUBSEQUENT LOAN RELEASES

1. Notice of Borrowing (NOB) (1 Original Copy)
2. Duly notarized Promissory Note with Documentary Stamp payment (1 Original Copy)
3. Upon 50% completion of project subject of financing: List of Remaining Pre-qualified Project Beneficiaries (HQP-WLF-251) to complete the required 115% of the total number of units subject of financing (at least 80% of the said pre-qualified project beneficiaries must be Pag-IBIG Fund members) (1 Original Copy)
4. Prior to final release: Master Deeds with Declaration of Restrictions stamped received by Registry of Deeds (*for condominium project*) (1 Certified True Copy)

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