

CHECKLIST OF REQUIREMENTS

For all applicants:

- Duly accomplished application form
- Marriage Certificate (if married)
- 2 Government Issued ID's
- Latest Residence Certificate (Cedula)
- 1 2x2 picture

If LOCALLY employed:

- Certificate of employment (COE) indicating salary, position and length of service
- Latest Income Tax Return (ITR)
- 3 months payslips/paystubs
- 3 months bank statement

If OFW:

- Certificate of Employment (COE) with email address of supervisor or HR
- Latest Contract and Certificate of Employment from agency (for seaman)
- Original payslips for the last 3 months
- Proof of remittance for the last 3 months

If Self-employed:

- Articles of Incorporation/By-laws/SEC Registration
- DTI Registration
- Mayor's Permit or Business Permit
- Latest Income Tax Return (ITR)
- Bank statements for the past 3 months
- List of Trade references (at least 3 names w/ telephone nos. of major suppliers/customers)

If Practicing Doctor:

- Clinic addresses and schedules
- Bank statements for the past 3-6 months
- Latest Income Tax Return (ITR)

If from Commission:

- Vouchers / Bank Statements (for the last 6 months reflecting commission income)

If Pensioners:

- Pension Papers
- Proof Pension - Bank Statements or Receipts

If from Rental of Properties:

- Rental/Lease contracts (indicating name of tenants and rental amounts w/ complete address of properties being rented)
- Photocopy of Title (TCT/CCT)

Additional Requirements

- Citizenship Retention Certificate or Oat of Allegiance (for dual Citizens)
- Transferees Affidavit (for naturalized foreign citizens)

Collateral Documents:

- Photocopy of Individual TCT/CCT (Owner's Duplicate Copy 2 copies)
- Photocopy of Tax declaration on lot & building
- Photocopy of Tax Receipt/Tax clearance
- Lot Plan / Vicinity Map
- Non-refundable Appraisal Fee of P3,500.00

Collateral Documents (Construction):

- Photocopy of Individual TCT/CCT (Owner's Duplicate Copy 2 copies)
- Photocopy of Tax declaration on lot & building
- Photocopy of Tax Receipt/Tax clearance
- Lot Plan / Vicinity Map
- Bill of Materials
- Building Plan
- Building Permit from OBO
- Non-refundable Appraisal Fee of P3,500.00

- Statement of Account from developer / Term Sheet (if collateral is accredited)