



CHECKLIST OF REQUIREMENTS
For Non-Performing Assets Resolution Program (NPARP)
Accounts under Retail Housing Program

BASIC REQUIREMENTS (UPON APPLICATION)

For Settlement through Cash/Installment

1. Letter of Intent (HQP-HLF-201)
2. Additional Requirements (*if applicable, see details at the back*)

For Settlement through Housing Loan

1. Letter of Intent (HQP-HLF-201)
2. Original copy of updated Real Estate Property Tax (REPT) Receipt or Tax Clearance and Tax Declaration
3. Proof of Income (*see details at the back*) (*not required if account will be settled by Heir/Successor-In-Interest*)
4. Additional Requirements (*if applicable, see details at the back*)

REQUIRED DOCUMENTS (UPON APPROVAL)

For Settlement through Installment

1. Duly accomplished/notarized Promissory Note (PN)

For Settlement through Housing Loan

1. Pag-IBIG Fund Receipt (PFR) representing payment of applicable expenses (e.g. 1 year insurance premium prepayment, conversion/transfer cost (if applicable), equity (if any) and 1 month advance amortization (if thru salary deduction))
2. Loan Agreement (LA)/Loan Mortgage Agreement (LMA)/Deed of Conditional Sale (DCS)
3. Duly accomplished/notarized Promissory Note (PN)
4. Duly signed Disclosure Statement of Loan/Buyer's Transaction (if applicable)

***For other applicable requirements, please refer at the back portion of the form.
Pag-IBIG Fund reserves the right to request additional documents to facilitate evaluation process.***

INCOME DOCUMENTS:

For Locally Employed, any of the following:

- a. Notarized Certificate of Employment and Compensation (CEC), indicating the gross monthly income and monthly allowances or monthly monetary benefits received by the employee
- b. Latest Income Tax Return (ITR) for the year immediately preceding the date of loan application, with attached BIR Form No. 2316, stamped received by the BIR
- c. Certified One (1) Month Payslip, within the last three (3) months prior to date of loan application

NOTE: For government employees, the Certified One (1) Month Payslip, within the last three (3) months prior to date of loan application, must be submitted together with CEC or ITR.

For Self Employed, any of the following Proof/s of Income:

- a. ITR, Audited Financial Statements, and Official Receipt of tax payment from bank supported with DTI Registration and Mayor's Permit/Business Permit
- b. Commission Vouchers reflecting the issuer's name and contact details (for the last 12 months)
- c. Bank Statements or passbook for the last 12 months (in case income is sourced from foreign remittances, pensions, etc.)
- d. Copy of Lease Contract and Tax Declaration (if income is derived from rental payments)
- e. Certified True Copy of Transport Franchise issued by appropriate government agency (LGU for tricycles, LTFRB for other PUVs)
- f. Certificate of Engagement issued by owner of business
- g. Other document that would validate source of income

For Overseas Filipino Workers (OFW), any of the following:

- a. Employment Contract
 - Employment Contract between employee and employer; or
 - POEA Standard Contract
 - b. Certificate of Employment and Compensation (CEC)
 - CEC written on the Employer/Company's official letterhead; or
 - CEC signed by employer (for household staff and similarly situated employees) supported by a photocopy of the employer's ID or passport
 - c. Income Tax Return filed with Host Country/Government
- NOTE: If documents are in foreign language/s, English translation is required.

ADDITIONAL REQUIREMENTS (if applicable only)

If account will be settled by a Legal Heir

- ✓ Deed of Extra-Judicial Settlement of Estate (if title is in the name of the borrower)/Death Certificate and Proof of Relationship (if title is in the name of the developer)
- ✓ Housing Loan Application with recent ID photo (2 copies) (for settlement through housing loan only)

If account will be settled by a Successor-in-Interest

- ✓ Deed of Absolute Sale with Assumption of Mortgage (if title is in the name of the borrower)/Deed of Transfer of Rights (if title is in the name of the developer)
- ✓ Housing Loan Application with recent ID photo (2 copies) (for settlement through housing loan only)

If applicant is an OFW member

- ✓ Special Power of Attorney (SPA) notarized prior to date of departure. For OFW member abroad, a SPA notarized by a Philippine Consular Officer, or SPA notarized by a local notary (of the country where the member is working) but duly authenticated by the Philippine Consulate.
- ✓ The Fund may also require any or a combination of the following documents:
 - Payslip indicating income received and period covered
 - Valid OWWA Membership Certificate
 - Overseas Employment Certificate
 - Passport with appropriate visa (Working Visa)
 - Residence card/permit (permit to stay indicating work as the purpose)
 - Bank remittance record
 - Professional License issued by Host Country/Government

NOTE: If documents are in foreign language/s, English translation is required.

For Insurance Coverage (for settlement through housing loan only)

- a. Health Statement Form (Medical Questionnaire)
 - ✓ For borrowers over 60 years old
 - ✓ For borrowers up to 60 years old, if loans is over P2.0 M to P6.0 M
- b. Health Statement Form (Medical Questionnaire) and Copy of the result of medical examination conducted prior to assignment overseas as required by the employment agency
 - ✓ For OFW borrowers over 60 years old