



APPLICATION FOR LOAN TERM ADJUSTMENT

(PRINT ALL ENTRIES IN BLOCK OR CAPITAL)

Pag-IBIG MID Number/RTN									

Housing Account Number									

BORROWER'S DATA

LAST NAME				FIRST NAME				NAME EXTENSION				MIDDLE NAME				MARITAL STATUS <input type="checkbox"/> Single/Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Legally Separated <input type="checkbox"/> Annulled <input type="checkbox"/> Widow/er			
DATE OF BIRTH (MM/DD/YY)				CITIZENSHIP				SEX <input type="checkbox"/> M <input type="checkbox"/> F		PREFERRED TERM <input type="checkbox"/> SHORTENING: _____ <input type="checkbox"/> LENGTHENING: _____									
PERMANENT HOME ADDRESS														MODE OF PAYMENT <input type="checkbox"/> Salary Deduction <input type="checkbox"/> Post-Dated Checks <input type="checkbox"/> Collecting Partner <input type="checkbox"/> Bank <input type="checkbox"/> Developer <input type="checkbox"/> Remittance Center					
Unit/Room No., Floor		Building Name				Lot No., Blk No., Phase No., House No.				Street Name									
Subdivision		Barangay		Municipality/City		Province and State Country (if abroad)				Zip Code									
PRESENT HOME ADDRESS														CONTACT DETAILS (Indicate country code if abroad) COUNTRY + AREA CODE TELEPHONE NO.					
Unit/Room No., Floor		Building Name				Lot No., Block No., Phase No., House No.				Street Name				Home <input type="text"/> <input type="text"/>					
Subdivision		Barangay		Municipality/City		Province and State Country (if abroad)				Zip Code				Cell Phone <input type="text"/> <input type="text"/>					
														Email Address <input type="text"/>					

CERTIFICATION

I/We certify that the foregoing information/statement is to my/our knowledge, true, correct, complete, and updated. The signature/s appearing below is/are genuine. I/We authorize Pag-IBIG Fund or its duly authorized representative: 1) to regularly submit and disclose my/our credit data (as defined under Republic Act No. 9510 and its Implementing Rules and Regulations) to Credit Information Corporation (CIC) as well as any updates or corrections thereof; and 2) to share my/our credit data with other lenders authorized by the CIC, and credit reporting agencies duly accredited by the CIC.

I/We hereby agree that any misrepresentation of a material fact is a ground for disapproval of the application, cancellation of the loan, and shall be a cause for the total outstanding obligation to be due and demandable and shall be subject to other sanctions provided in existing Pag-IBIG guidelines. I/We agree to notify Pag-IBIG Fund of any material change affecting the information contained herein. I/We agree that all information obtained by Pag-IBIG Fund shall remain its property whether or not the application is granted.

I/We agree to pay Pag-IBIG Fund the corresponding fee. I/We further agree to be bound by the current and general policies of Pag-IBIG Fund and those that the Pag-IBIG Fund may adopt in the future, that may have relation to or in any way affect my/our loan.

I/We understand that should my/our application be approved, notarial and all other fees shall be for my/our account.

SIGNATURE OF BORROWER

SIGNATURE OVER PRINTED NAME OF SPOUSE

DATE

DATE

FOR PAG-IBIG FUND USE ONLY

COMPLIES ELIGIBILITY REQUIREMENT				<input type="checkbox"/> YES		<input type="checkbox"/> NO					
VERIFIED BY		DATE		APPROVED BY		DATE		DISAPPROVED BY		DATE	
REMARKS											

GUIDELINES AND INSTRUCTIONS

A. WHO MAY FILE

Any Pag-IBIG Fund borrower who satisfies the following requirements may apply for a Loan Term Adjustment:

- Account is updated upon application
- Updated real estate tax payment
- No record of previous loan term adjustment
- Desired new term (lengthening) shall in no case exceed the age 70
- Income requirement (for shortening of term)

B. HOW TO FILE

The applicant shall:

1. Accomplish application form for Loan Term Adjustment (HQP-HLF-535).
2. Pay processing fee.
3. Submit complete application, together with the required documents to any Pag-IBIG Branch. Processing of application shall commence only upon submission of complete documents.

C. BASIC REQUIREMENTS (UPON APPLICATION)

1. One (1) valid ID (*Photocopy, back-to-back*) of Borrower and Spouse
2. Updated real estate property tax receipt for land and building (photocopy).
3. Special Power of Attorney (SPA, HQP-HLF-319) and two (2) valid ID Cards each of the Borrower and Attorney-In-Fact (*If borrower cannot file personally*)

NOTE: For OFW borrower, SPA notarized prior to date of departure. For OFW borrower 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.

4. For change of marital status, photocopy of the following:
 - a. Single to married
 - Marriage Contract with Registry Number issued by Philippine Statistics Authority (PSA).
 - b. Married to single
 - Court Order
 - c. Widowed
 - Death Certificate of deceased spouse

Additional Requirements for Shortening of Term

1. Income document or any proof of income

For Locally Employed, any of the following:

- a. Notarized Certificate of Employment and Compensation (CEC), indicating the Net Disposable Income 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.

D. REQUIRED DOCUMENTS (UPON APPROVAL)

1. Notice of Approval
2. Notarized Promissory Note (HQP-HLF-536)
3. Authority to Deduct (HQP-HLF-124) *if applicable*.
4. Replacement of Post-Dated Checks, *if applicable*.
5. Photocopy of Two (2) valid ID's of borrower and one (1) valid ID of spouse, *if applicable*.

NOTE: IN ALL INSTANCES, THE ORIGINAL COPY OF THE DOCUMENTS MUST BE PRESENTED FOR AUTHENTICATION FOR ALL PHOTOCOPIED DOCUMENTS SUBMITTED.