



CHECKLIST OF REQUIREMENTS FOR PURCHASE OF ACQUIRED ASSETS UNDER DIRECT PURCHASE

REQUIRED DOCUMENTS	WHERE TO SECURE
FOR PRESENT OCCUPANT	
<u>Requirements upon reservation</u>	
1. Invitation to Purchase (ITP, HQP-AAF-002) duly received by the present occupant (1 original copy)	Issued by Pag-IBIG Fund to present occupant of acquired asset
2. Duly accomplished Offer to Purchase (OTP, HQP-AAF-004, 1 original copy)	Pag-IBIG Website (www.pagibigfund.gov.ph) or any Pag-IBIG Branch
3. One (1) Valid ID of the Present Occupant (photocopy, back-to-back) with 3 specimen signatures that specify the address of subject property in the ITP. Any of the following: <ul style="list-style-type: none"> - Passport - Driver's License - Professional Regulation Commission (PRC) ID - Integrated Bar of the Philippines (IBP) ID - National Bureau of Investigation (NBI) Clearance - Police Clearance - Postal ID - Voter's ID - GSIS e-Card - Social Security System (SSS) Card - Senior Citizen Card - OWWA ID - Overseas Filipino Worker (OFW) ID - Seaman's Book or Seafarer's Identification and Record Book (SIRB) - Alien Certification of Registration/Immigrant Certificate of Registration - National Council for the Welfare of Disabled Persons (NCWPD) Certification - Department of Social Welfare and Development (DSWD) Certification - Government Office and GOCC ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	Department of Foreign Affairs (DFA) Land Transportation Office (LTO) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI) Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS) Social Security System (SSS) Local Government Unit (LGU) Overseas Workers Welfare Administration (OWWA) Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)
4. If the valid ID do not specify the address of the subject property, any of the following Proof of Occupancy (1 photocopy) (for the past 6 months): <ul style="list-style-type: none"> - Water Bill - Electric Bill - Official Receipt (OR) of payment of Association Dues provided the address of the property is indicated in the OR by the HOA - Telephone/Internet Bill - Cable Bill - Credit Card Billing - Bank Statement 	Bureau of Immigration (BI) National Council on Disability Affairs (NCDA) Department of Social Welfare and Development (DSWD) Government Office/Government-Owned and Controlled Corporation (GOCC) Maynilad/Local Water District Manila Electric Company (MERALCO)/Electric Cooperative Home Owners Association (HOA) Telecommunications Service Provider Cable Provider Issuing Bank Issuing Bank

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<p>5. If there are other relatives living on the same property, notarized Waiver of Interest to Purchase the subject property (1 original copy) executed by the relatives living on the same property in favor of the Buyer</p>	<p>Lawyer</p>
<p>6. Joint Affidavit of Two Disinterested Person attesting that the buyer is the occupant of the subject property</p>	<p>Lawyer</p>
<p>7. Payment of Non-Refundable Reservation Fee of One Thousand Pesos (P1,000)</p>	<p>Present Occupant</p>
<p>8. For cash or short-term installment mode of payment, payment of downpayment of at least 5% of the selling price.</p>	<p>Present Occupant</p>
<p><u>For compliance after payment of reservation fee and downpayment, if any</u></p>	
<p><i>For Cash or Short-Term Installment:</i></p>	
<p>1. Signed Certificate of Acceptance/Katibayan sa Pagtanggap (HQP- AAF-145) (2 original copies).</p>	<p>Pag-IBIG Branch</p>
<p>2. Signed and notarized Deed of Conditional Sale (DCS, 4 original copies).</p>	<p>Pag-IBIG Branch</p>
<p><i>For Long-Term Installment:</i></p>	
<p>1. Complete documentary requirements for application for long term installment.</p>	<p><i>Refer to Checklist of Requirements for Application for Long Term Installment Sale Mode of Payment (HQP-AAF-253)</i></p>
<p>2. Payment of Processing Fee, advance 1-year insurance premiums and equity, if any.</p>	<p>Present Occupant</p>
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	
<p>IF THRU REPRESENTATIVE/ATTORNEY-IN-FACT</p>	
<p><u>Requirements upon reservation</u></p>	
<p>1. Invitation to Purchase (ITP, HQP-AAF-002) duly received by the present occupant or its representative</p>	<p>Issued by Pag-IBIG Fund to present occupant of acquired asset</p>
<p>2. Duly accomplished Offer to Purchase (HQP-AAF-004, 1 original copy) signed by the Present Occupant/Attorney-In-Fact</p>	<p>Pag-IBIG Website (www.pagibigfund.gov.ph) or any Pag-IBIG Branch</p>
<p>3. Notarized Special Power of Attorney (SPA) signed by the present occupant (1 original copy, 1 photocopy)</p>	<p>Pag-IBIG Website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch/Person being Represented</p>
<p>4. One (1) Valid ID with signature (photocopy, back-to-back) of the present occupant that specify the address of subject property in the ITP and Attorney-in-Fact. Any of the following:</p>	

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<p><u>For compliance after payment of reservation fee and downpayment, if any</u> <i>For Cash or Short-Term Installment:</i></p> <ol style="list-style-type: none"> 1. Signed Certificate of Acceptance/ Katibayan sa Pagtanggap (HQP-AAF-145) (2 original copies). 2. Signed and notarized Deed of Conditional Sale (DCS, 4 original copies). <p><i>For Long-Term Installment:</i></p> <ol style="list-style-type: none"> 1. Complete documentary requirements for application for long term installment. 2. Payment of Processing Fee, advance 1-year insurance premiums and equity, if any. 	<p>Pag-IBIG Branch</p> <p>Pag-IBIG Branch</p> <p><i>Refer to Checklist of Requirements for Application for Long Term Installment Sale Mode of Payment (HQP-AAF-253)</i></p> <p>Present Occupant</p>
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