

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>5. Certificate of Acceptance (HQP-HLF-083). (1 original copy and 1 photocopy)</p> <p>6. Occupancy Permit (1 photocopy)</p> <p>7. Authority to Deduct Loan Amortization (HQP-HLF-124/634) (1 original copy) for employers with existing CSA and in case that payment is through salary deduction.</p> <p>8. Proof of Income <i>(In case there are changes with the submitted proof of income upon housing loan application under Window 2)</i></p> <p><i>Please refer to the list of proof of income indicated in the Checklist of Requirements for Pag-IBIG Housing Application for Window 2 Accounts (HQP-HLF-728)</i></p>	<p>Pag-IBIG Branch</p> <p>Assessor's Office/Municipal's Office/LGU</p> <p>Pag-IBIG Branch</p> <p>Borrower</p>
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	
<p>B. CHECK RELEASING REQUIREMENTS</p>	
<p>1. Authorization letter for the Representative/ Secretary Certificate. (1 original copy)</p> <p>2. Official Receipt issued by the Developer/ Company/ Bank or Validated deposit slip. (1 original copy)</p> <p>3. Two (2) valid IDs of the Authorized Representative (1 photocopy each, back-to-back). Any of the following:</p> <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 - Government Service Insurance System (GSIS) e-Card - Social Security System (SSS) Card - Senior Citizen Card - Overseas Workers Welfare Administration (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 	<p>Developer</p> <p>Developer/ Issuing Bank</p> <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO/Host Country) 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)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/ Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA) Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none">- National Council for the Welfare of Disabled Persons (NCWDP) Certification- Department of Social Welfare and Development (DSWD) Certification- Government Office and GOCC ID (e.g. AFP ID, Pag-IBIG Loyalty Card) <p>4. If mode of payment is thru PDC, 12 Post-Dated Checks (PDCs).</p>	<p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p> <p>Issuing Bank</p>
NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.	