



## PAG-IBIG FINANCING

### **DOCUMENTS CHECKLIST**

- PAG-IBIG Financing (Privately Employed)**
- PAG-IBIG Financing (Government Employee)**

- PAG-IBIG Financing (Overseas Contract Worker)**
- PAG-IBIG Financing (Self-Employed)**

#### **PRIVATELY EMPLOYED**

**To be submitted w/in 30 calendar days from date of reservation**

- Filled-up Homeowner's Information Sheet
- Signed Reservation Agreement
- Postdated Checks (10 pieces for the equity)
- Photocopy of the Latest Income Tax Returns with attachments for the past 2 years (2 sets)
- Photocopy of Birth Certificate (both spouses, if applicable)
- Photocopy of Marriage Contract, if applicable
- Photocopy of cedula (both spouses, if applicable)
- Notarized Waiver of Rights (if married to a foreigner)
- Notarized Special Power of Attorney, if applicable
- Original Proof of Buyer's Address
- Mortgage Redemption Insurance
- Signed Contract to Sell and Deed of Restriction

**To be submitted within 15 calendar days from Receipt Date of Notice to Comply (Submit) Documents**

- Postdated Checks (for 24 months amortization)
- Original Pay Slip for the current month
- Notarized Certificate of Employment and Compensation
- Three (3) pieces 1 X 1 size colored ID picture (recent)
- Original copy of Contribution Print-out of at least 24 updated payments
- Court Clearance
- Two photocopies of the Death Certificate of spouse, if applicable
- Original Certificate of Attendance (to be secured from Pag-ibig)
- Original MSVS (to be secured from Pag-ibig)
- Mortgage Redemption/Fire Insurances - Pag-ibig (1st year premium is prepaid)
- Other documents to be required by Pag-ibig from time to time

#### **GOVERNMENT EMPLOYEE**

**To be submitted w/in 30 calendar days from date of reservation**

- Filled-up Homeowner's Information Sheet
- Signed Reservation Agreement
- Postdated Checks (10 pieces for the equity)
- Photocopy of the Latest Income Tax Returns with attachments for the past 2 years (2 sets)
- Photocopy of Birth Certificate (both spouses, if applicable)
- Photocopy of Marriage Contract, if applicable
- Photocopy of cedula (both spouses, if applicable)
- Notarized Waiver of Rights (if married to a foreigner)
- Notarized Special Power of Attorney, if applicable
- Original Proof of Buyer's Address
- Mortgage Redemption Insurance
- Signed Contract to Sell and Deed of Restriction

**To be submitted within 15 calendar days from Receipt Date of Notice to Comply (Submit) Documents**

- Postdated Checks (for 24 months amortization)
- Original Pay Slip for the current month
- Notarized Certificate of Employment and Compensation
- Three (3) pieces 1 X 1 size colored ID picture (recent)
- Original copy of Contribution Print-out of at least 24 updated payments
- Court Clearance
- Two photocopies of the Death Certificate of spouse, if applicable
- Original Service Record or Special Order
- Original PNP Housing Board Sheet (for PNP only)
- Original Certificate of Attendance (to be secured from Pag-ibig)
- Original MSVS (to be secured from Pag-ibig)
- Mortgage Redemption/Fire Insurances - Pag-ibig (1st year premium is prepaid)
- Other documents to be required by Pag-ibig from time to time

#### **OVERSEAS CONTRACT WORKER**

**To be submitted w/in 30 calendar days from date of reservation**

- Filled-up Homeowner's Information Sheet
- Signed Reservation Agreement
- Postdated Checks (10 pieces for the equity)
- Photocopy of Contract of Employment
- Photocopy of Birth Certificate (both spouses, if applicable)
- Photocopy of Passport (all pages with entries)
- Photocopy of Marriage Contract, if applicable
- Photocopy of cedula (both spouses, if applicable)
- Notarized Waiver of Rights (if married to a foreigner)
- Notarized Special Power of Attorney, if applicable
- Original Proof of Buyer's Address
- Mortgage Redemption Insurance
- Signed Contract to Sell and Deed of Restriction

**To be submitted within 15 calendar days from Receipt Date of Notice to Comply (Submit) Documents**

- Postdated Checks (for 24 months amortization)
- Three (3) pieces 1 X 1 size colored ID picture (recent)
- Original copy of Contribution Print-out of at least 12 updated payments
- Court Clearance
- Two photocopies of the Death Certificate of spouse, if applicable
- Original Certificate of Attendance (to be secured from Pag-ibig)
- Original MSVS (to be secured from Pag-ibig)
- Mortgage Redemption/Fire Insurances - Pag-ibig (1st year premium is pre-paid)
- Other documents to be required by Pag-ibig from time to time

#### **SELF-EMPLOYED**

**To be submitted w/in 30 calendar days from date of reservation**

- Filled-up Homeowner's Information Sheet
- Signed Reservation Agreement
- Postdated Checks (10 pieces for the equity)
- Photocopy of the Audited Financial Statements
- Photocopy of Birth Certificate (both spouses, if applicable)
- Photocopy of Marriage Contract, if applicable
- Photocopy of cedula (both spouses, if applicable)
- Notarized Waiver of Rights (if married to a foreigner)
- Notarized Special Power of Attorney, if applicable
- Original Proof of Buyer's Address
- Mortgage Redemption Insurance
- Signed Contract to Sell and Deed of Restriction
- Other documents to be required by SRDC from time to time

**To be submitted within 15 calendar days from Receipt Date of Notice to Comply (Submit) Documents**

- Postdated Checks (for 24 months amortization)
- Three (3) pieces 1 X 1 size colored ID picture (recent)
- Original copy of Contribution Print-out of at least 24 updated payments
- Court Clearance
- Two photocopies of the Death Certificate of spouse, if applicable
- Original Certificate of Attendance (to be secured from Pag-ibig)
- Original MSVS (to be secured from Pag-ibig)
- Mortgage Redemption/Fire Insurances - Pag-ibig (1st year premium is prepaid)
- Other documents to be required by Pag-ibig from time to time