



PHINMA
PROPERTIES

REQUIREMENTS CHECKLIST



In-House Requirements Checklist For Locally Employed

General Requirements

- Payment of Reservation Fee (P15,000.00) - MRB
- Payment of Reservation Fee (P20,000.00) - HRB
- Fully Accomplished Buyer's Information Sheet (BIS)
- Signed Reservation Agreement
- Signed Checklist of Requirements
- Signed Computation Sheet
- Signed Authorization to Conduct Credit Investigation (CI)
- Latest One Month Payslip / 6mos. Vouchers / 6mos. Remittance
- Photocopy of Company ID with picture & signature
- Copy of valid Gov't Issued ID with picture & signature
- Copy of Spouse's Valid Gov't Issued ID with picture & signature (if married)

Credit Evaluation

- Bank Statements - latest six (6) months (if necessary)
- Copy of Birth certificate
- Copy of spouses Birth Certificate (if married)
- Copy of Marriage Certificate (if married)
- Fully filled-out Mortgage Redemption Insurance (MRI) Form

Full Documentation

- Signed Notice of Credit Evaluation, Computation Sheet, Schedule of Payment
- Signed housing loan documents
- Notarized Certificate of Employment and Compensation
- Signed BIR form 1904 / Signed BIR Form 1905 (for spouse, if married)
- 2 pcs. 1x1 ID pictures
- Post dated checks for down payment and or processing fee



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