



PHINMA
PROPERTIES

REQUIREMENTS CHECKLIST



In-House Requirements Checklist For Self-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)
- 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)
- Copy of 2-Years Audited Financial Statements
- Copy of 2-Years Annual Income Tax Return with Tax payment receipts

Credit Evaluation

- Bank Statements - latest six (6) months (for self employed)
- 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
- If Self Employed (Single Proprietorship): Copy of valid DTI Registration Certificate, Mayors Permit and BIR Registration
- If Self Employed (Deriving Income from Practice of Profession): Copy of valid PRC license/IBP license
- Copy of latest Annual ITR Form 1701 with Auditors Report and Financial Statement, and Copy of Official Receipt on tax payment
- Signed BIR form 1904 / Signed BIR Form 1905 (if married, spouses to submit)
- 2 pcs. 1x1 ID pictures
- Post dated checks for downpayment and or processing fee



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