



PHINMA
PROPERTIES

REQUIREMENTS CHECKLIST



Pag-IBIG 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

- HDMF Employee Statement of Accumulated Value (ESAV) with at least 24-months HDMF contribution or copy of Pag-IBIG Fund Receipt or HDMF Statement of Account (if with existing HDMF housing loan) or HDMF Subsidiary Ledger (if with existing HDMF Multi-purpose/Salary Loan)
- Bank Statements - latest twelve (12) months (for home based employment)
- Copy of Birth certificate
- Copy of spouse's Birth Certificate (if married)
- Copy of Marriage Certificate (if married)

Full Documentation

- Signed Notice of Credit Evaluation, Computation Sheet, Schedule of Payment
- Signed housing loan documents
- Notarized Certificate of Employment and Compensation
- Certified True Copy of payslip (for Government Employees only)
- 12 months payslip or bank statement (for home-based only)
- Signed BIR form 1904 / Signed BIR Form 1905 (for spouse, if married)
- 4 pcs. 1x1 ID pictures
- Post dated checks for equity and or processing fee
- 24 undated checks for monthly maintenance fee/condominium dues



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