

# DOCUMENTARY REQUIREMENTS CHECKLIST

INTFP-DRC-05312021

<b>BUYER'S NAME:</b>				
<b>DUE DATE:</b>				
<b>PROJECT NAME/ UNIT NO.:</b>				
LIST OF STANDARD DOCUMENTARY REQUIREMENTS			DATE OF SUBMISSION	RECEIVED BY
<b>1. INITIAL REQUIREMENTS</b>				
<input type="checkbox"/>	1	RESERVATION FEE (RF)		
<input type="checkbox"/>	2	(3) COPIES OF FULLY FILLED-UP RESERVATION AGREEMENT (RA)		
<input type="checkbox"/>	3	SIGNED SAMPLE PACKAGE COMPUTATION		
<input type="checkbox"/>	4	STANDARD DOCUMENTARY REQUIREMENTS CHECKLIST		
<input type="checkbox"/>	5	(3) COPIES OF FULLY FILLED-UP BUYER'S INFORMATION SHEET (BIS)		
<input type="checkbox"/>	6	LETTER OF INTENT (LOI)		
<input type="checkbox"/>	7	PHOTOCOPY OF (2) VALID GOVERNMENT IDs WITH SIGNATURE		
<input type="checkbox"/>	8	FOR OFW, DETAILS OF ATTORNEY-IN-FACT (AIF) AND VALID GOVERNMENT IDs WITH SIGNATURE		
<b>2. PERSONAL DOCUMENTS (Must be submitted within 30 days for Local / 60 days for OFW from the date of reservation)</b>				
<input type="checkbox"/>	1	PROOF OF BILLING ADDRESS IN THE PHILIPPINES		
<input type="checkbox"/>	2	BIRTH CERTIFICATE		
<input type="checkbox"/>	3	CERTIFICATE OF NO MARRIAGE (IF SINGLE)		
<input type="checkbox"/>	4	MARRIAGE CERTIFICATE (IF MARRIED)		
<input type="checkbox"/>	5	CERTIFICATE OF FINALITY / ANNULMENT DECREE OF DIVORCE / ENTRY JUDGEMENT OF THE COURT ORDER GRANTING LEGAL SEPARATION (IF SEPARATED/ANNULLED/DIVORCE)		
<input type="checkbox"/>	6	DEATH CERTIFICATE OF SPOUSE (IF WIDOWED)		
<input type="checkbox"/>	7	APPROVED COURT ORDER APPOINTING THE PARENTS/LEGAL GUARDIAN (IF MINOR)		
<b>3. INCOME DOCUMENTS</b>				
<b>A. LOCALLY EMPLOYED (Must complete within 30 days from the date of reservation)</b>				
<input type="checkbox"/>	1	CERTIFICATE OF EMPLOYMENT WITH SALARY BREAKDOWN		
<input type="checkbox"/>	2	COPY OF PAYSリップ (AT LEAST 6 MONTHS)		
<input type="checkbox"/>	3	TAX IDENTIFICATION NUMBER (TIN) WITH VERIFICATION SLIP FROM BIR		
<input type="checkbox"/>	4	LATEST INCOME TAX RETURN (ITR) WITH RECEIPT FOR THE LAST YEAR		
<input type="checkbox"/>	5	PHOTOCOPY OF BANK STATEMENT (AT LEAST 6 MONTHS)		
<input type="checkbox"/>	6	4PCS. 1X1 ID PICTURE (PRINCIPAL BUYER AND SPOUSE IF MARRIED)		
<input type="checkbox"/>	7	POST-DATED CHECKS (COMPLETE POST-DATED CHECKS FOR THE WHOLE EQUITY TERM)		
<b>B. SELF EMPLOYED (Must complete within 30 days from the date of reservation)</b>				
<input type="checkbox"/>	1	TAX IDENTIFICATION NUMBER (TIN) WITH VERIFICATION SLIP FROM BIR		
<input type="checkbox"/>	2	LATEST INCOME TAX RETURN (ITR) WITH RECEIPT FOR THE LAST 3 YEARS		
<input type="checkbox"/>	3	AUDITED FINANCIAL STATEMENT FOR THE LAST 3 YEARS		
<input type="checkbox"/>	4	BUSINESS PERMIT		
<input type="checkbox"/>	5	DTI ISSUED CERTIFICATE OF REGISTRATION		
<input type="checkbox"/>	6	COPY OF LEASE CONTRACT AND TITLE OF CONTRACT (OPTIONAL)		
<input type="checkbox"/>	7	PHOTOCOPY OF BANK STATEMENT (AT LEAST 6 MONTHS)		
<input type="checkbox"/>	8	4PCS. 1X1 ID PICTURE (PRINCIPAL BUYER AND SPOUSE IF MARRIED)		
<input type="checkbox"/>	9	SPECIAL POWER OF ATTORNEY (NOTARIZED, IF EXECUTED IN THE PHILIPPINES/CONSULARIZED IF EXECUTED ABROAD)		
<input type="checkbox"/>	10	POST-DATED CHECKS (COMPLETE POST-DATED CHECKS FOR THE WHOLE EQUITY TERM)		
<b>C. OFW (Must complete within 60 days from the date of reservation)</b>				
<input type="checkbox"/>	1	CERTIFICATE OF EMPLOYMENT/JOB CONTRACT WITH SALARY BREAKDOWN		
<input type="checkbox"/>	2	COPY OF PAYSリップ (AT LEAST 6 MONTHS)		
<input type="checkbox"/>	3	TAX IDENTIFICATION NUMBER (TIN) WITH VERIFICATION SLIP FROM BIR		
<input type="checkbox"/>	4	SPECIAL POWER OF ATTORNEY (NOTARIZED, IF EXECUTED IN THE PHILIPPINES/CONSULARIZED IF EXECUTED ABROAD)		
<input type="checkbox"/>	5	PHOTOCOPY OF PASSPORT WITH ARRIVAL DATE		
<input type="checkbox"/>	6	GOVERNMENT-ISSUED ID OF ATTORNEY-IN-FACT/ CONTACT NUMBER OF ATTORNEY-IN-FACT		
<input type="checkbox"/>	7	ATTORNEY-IN-FACT PROOF OF BILLING		
<input type="checkbox"/>	8	PHOTOCOPY OF BANK STATEMENT (AT LEAST 6 MONTHS)		
<input type="checkbox"/>	9	PROOF OF REMITTANCE (AT LEAST 6 MONTHS)		
<input type="checkbox"/>	10	4PCS. 1X1 ID PICTURE (PRINCIPAL BUYER AND SPOUSE IF MARRIED)		

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<input type="checkbox"/>	11	POST-DATED CHECKS (COMPLETE POST-DATED CHECKS FOR THE WHOLE EQUITY TERM)		
<b>D. CORPORATE (Must complete within 30 days from the date of reservation)</b>				
<input type="checkbox"/>	1	AUDITED FINANCIAL STATEMENT FOR THE LAST 3 YEARS		
<input type="checkbox"/>	2	TAX IDENTIFICATION NUMBER (TIN)		
<input type="checkbox"/>	3	LATEST INCOME TAX RETURN (ITR) WITH RECEIPT FOR THE LAST 3 YEARS		
<input type="checkbox"/>	4	PHOTOCOPY OF BIR CERTIFICATE OF REGISTRATION		
<input type="checkbox"/>	5	PHOTOCOPY OF RECENT BIR FORM 1903		
<input type="checkbox"/>	6	BUSINESS PERMIT AND LICENSE		
<input type="checkbox"/>	7	SEC CERTIFICATE		
<input type="checkbox"/>	8	CERTIFIED TRUE COPY OF SECRETARY CERTIFICATE		
<input type="checkbox"/>	9	BOARD RESOLUTION		
<input type="checkbox"/>	10	VALID ID OF CORPORATE SECRETARY		
<input type="checkbox"/>	11	VALID ID OF OFFICIAL REPRESENTATIVE OF THE COMPANY		
<input type="checkbox"/>	12	CERTIFIED TRUE COPY OF ARTICLES OF INCORPORATION		
<input type="checkbox"/>	13	PHOTOCOPY OF BANK STATEMENT (AT LEAST 6 MONTHS)		
<input type="checkbox"/>	14	POST-DATED CHECKS (COMPLETE POST-DATED CHECKS FOR THE WHOLE EQUITY TERM)		
<b>E. FOREIGN (Must complete within 60 days from the date of reservation)</b>				
<input type="checkbox"/>	1	CERTIFICATE OF EMPLOYMENT AND COMPENSATION		
<input type="checkbox"/>	2	COPY OF PAYSリップ (AT LEAST 6 MONTHS)		
<input type="checkbox"/>	3	TAX IDENTIFICATION NUMBER (TIN)		
<input type="checkbox"/>	4	PHOTOCOPY OF BANK STATEMENT (AT LEAST 6 MONTHS)		
<input type="checkbox"/>	5	PHOTOCOPY OF (2) VALID GOVERNMENT IDs WITH SIGNATURE		
<input type="checkbox"/>	6	SPECIAL POWER OF ATTORNEY (NOTARIZED, IF EXECUTED IN THE PHILIPPINES/CONSULARIZED IF EXECUTED ABROAD)		
<input type="checkbox"/>	7	GOVERNMENT-ISSUED ID OF ATTORNEY-IN-FACT/ CONTACT NUMBER OF ATTORNEY-IN-FACT		
<input type="checkbox"/>	8	PROOF OF BILLING OF ATTORNEY-IN-FACT		
<b>F. REQUIREMENTS AFTER OFFICIAL RESERVATION (To be initiated by the developer)</b>				
<input type="checkbox"/>	1	CREDIT INVESTIGATION WITHIN 3 DAYS FROM THE DATE OF APPLICATION		
<input type="checkbox"/>	2	COUNSELLING WITHIN (15) DAYS FROM THE DATE OF RESERVATION		
<input type="checkbox"/>	3	SIGNING OF CONTRACT TO SELL		
<input type="checkbox"/>	4	SIGNING OF DEED OF ABSOLUTE SALE		
<input type="checkbox"/>	5	SIGNING OF HOME IMPROVEMENT CONTRACT IF APPLICABLE)		
<b>G. ADDITIONAL REQUIREMENTS (IF APPLICABLE)</b>				
<input type="checkbox"/>	1	IF DUAL CITIZEN (REQUIRE TO SUBMIT OATH OF ALLEGIANCE)		
<input type="checkbox"/>	2	1PC. 2X2 ID PICTURE ILECO APPLICATION		
<b>*** REQUIREMENTS OF CO-BORROWER SAME WITH PRINCIPAL BORROWER</b>				



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Buyer's Signature/Date