

CHECKLIST	BASIC DOCUMENTARY REQUIREMENTS	REMARKS/FINDINGS
	Upon Reservation Client Information Sheet Reservation Agreement Form Official Computation Sheet Photocopy/Scan Copy of Valid I.D. with 3 Specimen Signatures Booking Requirements Proof of Mailing Address Special Power of Attorney (SPA), if available Post-Dated-Check (PDC) covering monthly installments Marriage Certificate, if applicable	
	Additional Requirements <u>For Pag-IBIG Financing Accounts:</u> <i>For Local Employed</i> 1-Month Latest Payslip Certificate of Employment & Compensation <i>For OFW</i> Employment Contract Photocopy of Passport with Entry Stamp <i>For Self-Employed</i> Business Registration Documents BIR Registration Latest Income Tax Return (ITR) with Bank Stamp Proof of Pag-IBIG Membership <u>For In-House Financing Accounts:</u> Business Registration Documents/Mayor's Permit BIR Registration Latest Income Tax Return (ITR) with Bank Stamp Latest Bank Statement <u>For Bank Financing Accounts:</u> Bank Loan Application Received by Accredited Bank	

Received by/Date:
