CHECKLIST OF SUPPORTING DOCUMENTS

The checklist enumerates the types of supporting documents that the borrower may present to facilitate the financial institution's evaluation of the loan application. **Borrowers are <u>not</u> expected to provide all the listed documents but only those that are applicable and available.**

After the initial loan application screening, additional documents may be requested to further evaluate the loan application and the security being offered. The financial institution may also require additional documents, as deemed necessary.

For the financial institution to better consider the application, additional post-approval documents not specified in the list may be required, as applicable.

Basic Documents
- ☐ Filled-out and signed application form
- ☐ Clear copy of one (1) valid government-issued ID
- ☐ Marriage contract, if applicable

Proof of business registration: *(Please check applicable item/s)*
- ☐ Certificate of Registration with Bureau of Internal Revenue (BIR)
- ☐ Certificate of Registration with Department of Trade and Industry (DTI)
- ☐ Certificate of Registration with Securities and Exchange Commission (SEC)
- ☐ Articles of Incorporation
- ☐ Barangay Permit
- ☐ Mayor's Permit

Personal Income Documents *(Please check applicable item/s)*
- ☐ Latest Income Tax Return (ITR) or BIR Form 2316
- ☐ Latest payslip for the past 2 months
- ☐ Certificate of Employment (COE) with salary or Employment Contract
- ☐ Latest crew contact (for seafarers)
- ☐ Proof of remittance for the past 6 months
- ☐ Bank statements or photocopy of passbook for the past 6 months
- ☐ Lease contract (for rental income)
- ☐ Proof of other income: _____

Business Documents *(Please check applicable item/s)*
- ☐ Photocopy of Audited Financial Statements for the past 3 years with latest ITR or Photocopy of in-house financial statements or pre-operating balance sheets
- ☐ Business Plan/Business Proposal
- ☐ Photocopy of franchise agreement, if any
- ☐ Business background/Company profile
- ☐ Photocopy of purchase agreement
- ☐ Others *(please specify)*: _____

Other Pre-application Requirements
- ☐ Billing statement of utilities
- ☐ Certificate of Registration with Farmers and Fisherfolk Enterprise Development Information System (FFEDIS)
- ☐ Statement of Account from current lender and official receipts for the past 3 months *(if loan purpose is refinancing/loan takeout)*
- ☐ Others (please specify): _____

Security Documents *(Please check applicable item/s)*
- ☐ Photocopy of Transfer Certificate of Title (TCT)/ Condominium Certificate of Title (CCT)
- ☐ Photocopy of Tax Declaration (for land and improvement)
- ☐ Location/Vicinity Map
- ☐ Land Transportation Office (LTO) Official Receipt (OR)/ Certificate of Registration (CR) or Deed of Sale of Motor Vehicle
- ☐ Reservation Agreement or Contract to Sell or Statement of Account (for Deed of Assignment (DOA) accounts only)

If secured by a Continuing Suretyship:
- ☐ Basic Documents (as enumerated in this form) of the Surety
- ☐ Income Documents (as enumerated in this form) of the Surety

If construction loan
- ☐ Building/Floor plan of proposed improvement
- ☐ Bill of materials
- ☐ Specification of proposed finishes
- ☐ Building permit

If refinancing/loan take out
- ☐ Statement of Account from current lender and official receipts for the past 3 months

Others
- ☐ Appraisal fee
- ☐ Additional security documents *(please specify)*: _____

Post-approval requirements for real estate collateral-backed loans
(Please check applicable item/s)
- ☐ Original owner's copy of TCT/CCT
- ☐ Original Tax Clearance
- ☐ Certified true copy of latest Tax Declaration
- ☐ Insurance policy/ies (for properties with improvements)
- ☐ Master Deed of Declaration (for condominium only)
- ☐ Photocopy of latest full year Real Estate Tax Receipt (RETR)
- ☐ Price quotation of the property (for property acquisition)
- ☐ Affidavit of Consent to Mortgage Family Home

Other post-approval requirements
- ☐ General Information Sheet (GIS), if applicable
- ☐ Special Power of Attorney, if applicable
- ☐ Certificate of Ownership for movable property *(e.g., motor vehicles, etc.)*