



CONSOLIDATED CHECKLIST OF DOCUMENTARY REQUIREMENTS (BANK & IN-HOUSE FINANCING)

CIVIL STATUS	SINGLE/SEPARATED/WIDOW		MARRIED		SPOUSE			ATTY-IN-FACT
	LOCALLY EMPLOYED	OFW	LOCALLY EMPLOYED	OFW	LOCALLY EMPLOYED	OFW	FOREIGNER	
EMPLOYMENT TYPE	LOCALLY EMPLOYED	OFW	LOCALLY EMPLOYED	OFW	LOCALLY EMPLOYED	OFW	FOREIGNER	ATTY-IN-FACT
A. BASIC REQUIREMENTS FOR SUBMISSION								
1	Three (3) pcs. 1x1 photo each	✓	✓	✓	✓	✓	✓	✓
2	Photocopy of two (2) government issued IDs	✓	✓	✓	✓	✓	N/A	✓
3	Tax Identification Number (TIN) ID/Card <i>*For OFW buyers, a One Time Taxpayer BIR Form No. 1904 shall be required.</i>	✓	✓	✓	✓	N/A	N/A	N/A
4	Latest Proof of Billing (POB) under Buyer's or Lessor's Name or Barangay Certificate <i>(optional for in-house financing)</i> <i>*If POB is under lessor's name, Certification from Lessor and photocopy of lessor's ID shall be required.</i>	✓	✓	✓	✓	N/A	N/A	N/A
5	Photocopy of Passport (w/ stamp of date of arrival and departure)	N/A	✓	N/A	✓	N/A	✓	N/A
Proof of income based on employment								
	Income Tax Return (ITR)	✓	N/A	✓	N/A	✓	N/A	N/A
	Job Contract	N/A	✓	N/A	✓	N/A	✓	N/A
	Certificate of Employment with compensation	✓	✓	✓	✓	✓	N/A	N/A
	Three (3) months payslip	✓	✓	✓	✓	✓	✓	N/A
6	IF SELF EMPLOYED: - ITR for the last 3 years <i>(for in-house, current year only)</i> - Audited Financial Statement for the last 3 years <i>(for in-house, current year only)</i> - Bank Statement for last 6 months <i>(optional for in-house)</i> - Business Permit (DTI or SEC)	✓	N/A	✓	N/A	✓	N/A	N/A
Additional documents based on civil status								
7	a. Married - Marriage Contract	N/A	N/A	✓	✓	N/A	N/A	N/A
	b. Single with dependent/s - Certificate of No Marriage	IF APPLICABLE		N/A	N/A	N/A	N/A	N/A
	c. Separated - Legal Separation/Annulment Papers w/ Certificate of Finality of Decision	IF APPLICABLE		N/A	N/A	N/A	N/A	N/A
	d. Widowed - Death Certificate of Spouse	IF APPLICABLE		N/A	N/A	N/A	N/A	N/A
8	Post Dated Cheques (for Equity) (36 PDCs + 1 guaranteed cheque for MA - in-house only)	✓	✓	✓	✓	N/A	N/A	N/A
9	Any other additional (updated) documents which may be required by PCFI or accredited bank	IF APPLICABLE		IF APPLICABLE		IF APPLICABLE		IF APPLICABLE
B. DOCUMENTS FOR ACCOMPLISHMENT AND SIGNATURE OF BUYER								
1	Buyer's Information Sheet (BIS)	✓	✓	✓	✓	N/A	N/A	N/A
2	Reservation Agreement (RA)	✓	✓	✓	✓	N/A	N/A	N/A
3	Counseling Confirmation Form (CCF)	✓	✓	✓	✓	N/A	N/A	N/A
4	Contract to Sell (CTS)	✓	✓	✓	✓	✓	✓	✓
5	Home Improvement Contract (HIC), <i>if applicable</i>	✓	✓	✓	✓	✓	✓	✓
6	Deed of Absolute Sale (DOAS)	✓	✓	✓	✓	✓	✓	✓
7	Deed of Reconveyance (DOR)	✓	✓	✓	✓	✓	✓	✓
8	Authorization to Conduct Credit/Background Investigation w/ sketch	✓	✓	✓	✓	N/A	N/A	N/A
9	Buyer's Declaration/Waiver Form <i>(optional for in-house)</i>	✓	✓	✓	✓	N/A	N/A	N/A
10	Insurance Application Forms	✓	✓	✓	✓	N/A	N/A	N/A
11	Omnibus SPA Form, <i>if applicable</i>	N/A	✓	N/A	✓	N/A	✓	✓
12	Atty-in-Fact (AIF) Information Sheet	N/A	N/A	N/A	N/A	N/A	N/A	N/A
13	PCFI Signature Card (two copies)	✓	✓	✓	✓	✓	✓	✓
Note: ✓ refers to required documents								