

## **LIST OF REQUIREMENTS**

### **For all applications:**

- ❖ Completely filled-out and signed PSBank Forms
  - Offer to Buy Form
  - Buyer's information Sheet
  - Home Loan Application form (if applicable)
- ❖ Two (2) Valid photo-bearing IDs with signature
- ❖ Copy of marriage contract (if married)
- ❖ Special Power of Attorney (if applicable - shall be submitted once the home loan application has been approved)

### **If applicant is in business or in professional practice:**

- ❖ Latest BIR Form 1701 or 2317 with attached Audited Financial Statement with BIR Stamp

### **If applicant is employed:**

- ❖ Latest Certificate of Employment
- ❖ Latest Income Tax Return or BIR Form 2316, 2306, 2307, or 1700

### **If applicant is an OFW:**

- ❖ Any of the following:
- ❖ Consularized Certificate of Employment
- ❖ Job Contract
- ❖ Proof of Remittance for the past 3 months
- ❖ Active PSBank OFW Account
- ❖ Philippine based Loan Administrator and Co-maker with source of income (to submit same requirements as applicant)

### **If applicant is an Immigrant:**

- ❖ Latest Certificate of Employment and any of the following:
- ❖ Latest Income Tax Return
- ❖ Proof of Remittance for the past 3 months
- ❖ Active PSBank OFW Account
- ❖ Payslips for the past 3 months
- ❖ Philippine based Loan Administrator and Co-maker with source of income (to submit same requirements as applicant)

### **If applicant is a Foreign National:**

- ❖ Passport (unexpired) issued by the country of origin **and**

### **Any one (1) of the following, one of which must have customer's photo and signature:**

- ❖ Alien Certificate of Registration (ACR) I-Card
- ❖ Philippine Gov't issued-IDs
- ❖ Credit Card with or without photo, issued by Major Credit Card Companies
- ❖ Immigrant visa issued by the foreign government in the country of residence
- ❖ A certificate of residency issue by the Philippine Embassy or Consulate in the foreign country of residence
- ❖ Special Resident Retiree's Visa (SRRV)
- ❖ Special Immigrant Retiree's Visa (SIRV)
- ❖ Investment Visa
- ❖ Student Visa
- ❖ Alien Employment Permit issued by the Department of Labor and Employment

### **For Corporate Buyers:**

- ❖ Original Board Resolution and/or Secretary's Certificate authorizing the purchase and appointing the signatory for the corporation
- ❖ SEC Registration
- ❖ Articles of Incorporation and By-laws
- ❖ Latest Income Tax Return (BIR Form 1702)
- ❖ Latest Audited Financial Statement
- ❖ Photocopy of valid ID of the signatory
- ❖ Community Tax Certificate of the company and signatory
- ❖ Tax Identification Number of the company and signatory