**Frequently Asked Questions**

**SPA** - Special Power of Attorney; an authority given to representative of OFW buyers to transact on his/her behalf.

**AIF** - Attorney in Fact; another term for SPA.

**Cedula** - Community Tax Certificate required for locally employed with 6months validity. Must submit the current year. Not required for OFW buyer. If married, only spouse in the Philippines can submit cedula. If single, only the SPA is needed to submit.

**TIN** - Tax Identification Number; OFW are exempted in tax. But TIN is a requirement in transferring lot Title to Buyer’s name. So SPA / Atty-in-Fact will apply a TIN in behalf of the OFW buyer. Applying is fast and easy.

**COE** - Certificate of Employment and Compensation; Gross salary and allowances must be indicated in the certificate. Must be Consularized by our embassy. Special Power of Attorney Form if signed abroad must be consularized by our embassy. Only 3 pages is required to be consularized.

**PDC** - Post Dated Checks; is strictly required to be submitted within 30-60 days. Not submitting the checks will cause delay in loan processing and house construction.

What is Inhouse Financing?

**In-house financing** is a direct loan from the Developer’s Office. Buyers will pay at the Developer’s Office. There is no loan application with any Bank.

What is Bank Financing?

**Bank Financing** is a loan from our accredited banks, Metrobank (MBTC); Banco De Oro (BDO), China Bank and United Coconut Planters Bank (UCPB). Developer will apply and process the loanable amount or balance with the bank. Buyers will just submit the required documents.

Buyers have 60 days to change financing from Bank to In-house or from Inhouse to Bank Financing.

Who Can Apply for a Bank Loan?

Only Filipino citizens and immigrant are allowed to apply for a Bank loan. Filipinos who are already US, UK, Australian, Canadian citizens or citizens of other countries will not be qualified to apply for a bank loan.

How Long is the processing of loan with the Bank?

Two to three months. Delay in submitting required documents will affect the processing of the loan. That’s why, it is highly recommended to submit the documents within 30 – 60 days after reserving the unit. This will give Developer’s office ample time to evaluate your documents.

What are the Requirements?

1. 1x1 ID picture 3 pieces (husband/wife/Attorney In-Fact)

2. Birth Certificate & CENOMAR \*\*Certificate of NO MARRIAGE from NSO (if single) or Marriage Contract (if married)

- If separated or annulled please submit Legal Separation Paper (should be with court order of finality \*\*Philippines court)

3. Post-dated Checks for the Downpayment & Amortization Period (We will help you or your representative to open the Checking Account with our accredited Bank)

4. Tax Identification Number (TIN) or Form 1904 for Non-Member \*\*for buyers with no TIN we will process your TIN Application.

5. INCOME TAX RETURN (ITR) Latest Photocopy (For Locally Employed Only)

6. CEDULA or CTC (For Locally Employed Only)

- Date issued should be during the current year

7. Proof of Billing Address or Certification from Owner if Renting here in the Philippines. (e.g. Water Bill / Electric Bill / Cable / PLDT / Credit Card Bill / Internet Bill)

8. Job Contract or Certificate of Employment

9. Submit waiver and passport if spouse is FOREIGNER (Separate SPECIAL POWER OF ATTORNEY (SPA) Form for foreign spouse)

10. Photocopy of Two (2) Valid IDs (husband/wife/SPA) with 3 Specimen Signatures.

Any of the following:

Driver’s License; Passport (mandatory for OFWs and Dual Citizenship)

Professional Regulation Commission (PRC) ID ; SSS Card (digitized) ; Voter’s ID

GSIS e-Card; Unified Multipurpose ID; TIN ID (Tax Identification Number)

Company ID (Not Expired) \*\* For Locally employed only

Postal ID for Unemployed Only \*\* You can go to the nearest Post Office in your City. 20 minutes processing.

Submit all the above documents within 60 to 90 days from the reservation date.