

**PHILIPPINE NATIONAL BANK-TOKYO BRANCH**

**CHECKLIST OF HOUSING LOAN REQUIREMENTS**

**NAME OF APPLICANT:** \_\_\_\_\_

**APPLICANT**

- \_\_\_\_\_ ACCOMPLISHED LOAN APPLICATION
- \_\_\_\_\_ ONE PASSPORT SIZE PICTURE (Husband & Wife)
- \_\_\_\_\_ COPY PASSPORT
- \_\_\_\_\_ COPY OF RESIDENCE CARD (Non-Japanese)
- \_\_\_\_\_ COPY OF DRIVER'S LICENSE (Japanese)
- \_\_\_\_\_ ORIGINAL CERTIFICATE OF EMPLOYMENT INDICATING THE DATE OF COMMENCEMENT OF EMPLOYMENT AND PRESENT SALARY  
IF SELF-EMPLOYED, BUSINESS REGISTRATION CERTIFICATE
- \_\_\_\_\_ INCOME TAX RETURNS FOR THE PAST TWO (2) YEARS.  
IF SELF-EMPLOYED, TAX PAYMENTS FOR THE PAST TWO (2) YEARS
- \_\_\_\_\_ COPY OF UPDATED PAYROLL SLIPS (latest 3 months)
- \_\_\_\_\_ MARRIAGE CERTIFICATE (KOSEKI TOHON)
- \_\_\_\_\_ RESIDENCE CERTIFICATE (JYUMIN-HYO)

**TO BE PRODUCED BY SELLER /DEVELOPER**

- \_\_\_\_\_ COPY OF TRANSFER CERTIFICATE OF TITLE (TCT) OR CONDOMINIUM CERTIFICATE OF TITLE (CCT)
- \_\_\_\_\_ COPY OF TAX DECLARATION, REALTY TAX RECEIPT and TAX CLEARANCE
- \_\_\_\_\_ LOCATION PLAN / VICINITY MAP CERTIFIED BY THE GEODETIC ENGINEER
- \_\_\_\_\_ COPY PURCHASE AGREEMENT or RESERVATION AGREEMENT or CONTRACT TO SELL WITH STATEMENT OF ACCOUNT

*NOTE: PNB PERSONNEL WHO RECEIVED THE APPLICATION SHALL CHECK ALL DOCUMENTS LISTED AND ENSURE THE COMPLETENESS OF THE APPLICATION AND REQUIREMENTS. THIS CHECKLIST SHALL BE PUT ON TOP OF THE APPLICATION.*

Received by: \_\_\_\_\_

Date: \_\_\_\_\_