



Reference No. \_\_\_\_\_

REFERRAL INFORMATION			
<b>Branch:</b> _____		<b>Broker:</b> _____	
<b>Developer:</b> _____		<b>Others:</b> _____	
Existing client? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, type of relationship: <input type="checkbox"/> Deposit <input type="checkbox"/> Loan <input type="checkbox"/> Others:	
LOAN DETAILS			
<b>Amount applied for:</b> _____		<b>Interest rate:</b> _____	
<b>Term:</b> _____ years			
<b>Purpose</b> <input type="checkbox"/> Acquisition of: <input type="checkbox"/> Lot <input type="checkbox"/> L&L <input type="checkbox"/> Condo <input type="checkbox"/> Townhouse		<input type="checkbox"/> Take out from _____ w/ balance of P _____	
<input type="checkbox"/> Construction of house w/ cost of P _____		<input type="checkbox"/> Others (pls. Specify): _____	
<input type="checkbox"/> Renovation of house w/ cost of P _____			
PERSONAL DETAILS	PRINCIPAL BORROWER	CO-BORROWER / SPOUSE / ATTORNEY IN FACT	
Full Name ( <i>last, first, middle</i> )			
Citizenship			
A.C.R. No. ( <i>if non-Filipino</i> )			
Date of birth ( <i>MM / DD / YYYY</i> )			
Age			
Sex ( <i>pls. check one</i> )	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Civil status ( <i>pls. check one</i> )	<input type="checkbox"/> Single <input type="checkbox"/> Married _____ yrs <input type="checkbox"/> Widow/er _____ yrs <input type="checkbox"/> Separated _____ yrs	<input type="checkbox"/> Single <input type="checkbox"/> Married _____ yrs <input type="checkbox"/> Widow/er _____ yrs <input type="checkbox"/> Separated _____ yrs	
T.I.N.			
Community Tax Certificate No.			
Educ. Attainment - Degree/Course			
School/University - Yr. graduated			
CONTACT DETAILS	PRINCIPAL BORROWER	CO-BORROWER / SPOUSE / ATTORNEY IN FACT	
Residence phone number			
Business phone number			
Fax number			
Mobile phone number			
Email address			
RESIDENCE	PRINCIPAL BORROWER	CO-BORROWER / SPOUSE / ATTORNEY IN FACT	
Present home address			
Home ownership ( <i>pls. check one</i> )	<input type="checkbox"/> Owned-not mortgaged <input type="checkbox"/> Owned-mortgaged (mo. amort P _____) <input type="checkbox"/> Rented (monthly rental: P _____) <input type="checkbox"/> Living with parents/relatives <input type="checkbox"/> Others ( <i>pls. specify</i> ): _____	<input type="checkbox"/> Owned-not mortgaged <input type="checkbox"/> Owned-mortgaged (mo. amort P _____) <input type="checkbox"/> Rented (monthly rental: P _____) <input type="checkbox"/> Living with parents/relatives <input type="checkbox"/> Others ( <i>pls. specify</i> ): _____	
Length of stay	_____ years _____ months	_____ years _____ months	
Previous home address			
Length of stay	_____ years _____ months	_____ years _____ months	
INCOME SOURCE	PRINCIPAL BORROWER	CO-BORROWER / SPOUSE / ATTORNEY IN FACT	
Type ( <i>pls. check one</i> )	<input type="checkbox"/> Employed - private <input type="checkbox"/> Employed - government <input type="checkbox"/> Self-employed with business <input type="checkbox"/> Self-employed professional <input type="checkbox"/> Others ( <i>pls. specify</i> ): _____	<input type="checkbox"/> Employed - private <input type="checkbox"/> Employed - government <input type="checkbox"/> Self-employed with business <input type="checkbox"/> Self-employed professional <input type="checkbox"/> Others ( <i>pls. specify</i> ): _____	
Present Employer / Business <i>Name</i>			
<i>Address</i>			
<i>Type (pls. check one)</i>	<input type="checkbox"/> Single proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	<input type="checkbox"/> Single proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	
<i>Nature of business</i>			
<i>Length of stay / operation</i>	_____ years _____ months	_____ years _____ months	
<i>Position / Rank</i>			
Previous employer (if applicable) <i>Name</i>			
<i>Address</i>			
<i>Type (pls. check one)</i>	<input type="checkbox"/> Single proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	<input type="checkbox"/> Single proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	
<i>Nature of business</i>			
<i>Length of stay / operation</i>	_____ years _____ months	_____ years _____ months	
<i>Position / Rank</i>			
MONTHLY INCOME	PRINCIPAL BORROWER	CO-BORROWER / SPOUSE / ATTORNEY IN FACT	
Salary / Business income			
Allowances			
Commissions / Other income			
<b>GROSS MONTHLY INCOME</b>			
Less: Estimated expenses			
<b>NET MONTHLY INCOME</b>			
PRINCIPAL BORROWER'S DEPENDENTS			
NAME	AGE	RELATIONSHIP	SCHOOL / EMPLOYER

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**COLLATERAL DETAILS**

Property address (Number / Street / Subdivision / Barangay / Municipality / City / Province)				
Selling price / Est. market value:		Present registered owner:		
TCT/CCT No.:	Lot area:	Floor area:	Lot No.:	Block No.:
Contact person for appraisal:		Contact number/s:		

**CREDIT CARDS**

BANK	CARD NUMBER	MEMBER SINCE	EXPIRATION	AVE. MO. PAYMENT	OUTSTANDING BAL.	CREDIT LIMIT

**LOANS**

BANK	TYPE OF CREDIT/LOAN	LOAN AMOUNT	MONTHLY PAYMENT	OUTSTANDING BAL.	MATURITY DATE	STATUS

**OTHER ASSETS**

TYPE OF PROPERTY	LOCATION / DESCRIPTION	ESTIMATED VALUE

**BANK REFERENCES**

BANK	ACCOUNT NUMBER	TYPE OF ACCOUNT	DATE OPENED	AVERAGE BALANCE

**TRADE / PERSONAL REFERENCES**

NAME	RELATIONSHIP (Supplier / Customer / Personal)	ADDRESS	CONTACT NUMBER/S

**CHECKLIST OF REQUIREMENTS**

<p><b>Employment/business documents:</b></p> <p><b><u>If locally employed</u></b></p> <p><input type="checkbox"/> Original Certificate of Employment with Compensation</p> <p><input type="checkbox"/> Photocopy of latest ITR</p> <p><input type="checkbox"/> Photocopy of at least 2 valid IDs (e.g. Driver's License, Passport, SSS/GSIS)</p> <p><b><u>If self-employed</u></b></p> <p>Certificate of business registration with DTI/SEC</p> <p><input type="checkbox"/> Articles of Incorporation/Partnership &amp; By-Laws (if applicable)</p> <p><input type="checkbox"/> ITR and Audited Financial Statements for the last 3 years</p> <p><input type="checkbox"/> List of 3 major customers &amp; 3 major suppliers w/ contact persons &amp; landline nos.</p> <p><input type="checkbox"/> Bank statements for the past 6 months</p> <p><input type="checkbox"/> Photocopy of at least 2 valid IDs (e.g. Driver's License, Passport, SSS/GSIS)</p> <p><b><u>If Overseas Filipino Worker (OFW)</u></b></p> <p>Latest employment contract or Certificate of Employment</p> <p><input type="checkbox"/> w/ compensation, authenticated by the Phil. Consul</p> <p>Special Power of Attorney (must be consularized if executed/ signed abroad)</p> <p><input type="checkbox"/> Proof of departure &amp; arrival (if SPA is notarized/ executed in the Phil.)</p> <p><input type="checkbox"/> Photocopy of at least 2 valid IDs (e.g. Driver's License, Passport, SSS/GSIS)</p> <p><input type="checkbox"/> Proof of remittance (Latest 6 months e.g. bank statements, allotment slip)</p> <p><b><u>If Permanently-Based Abroad or If Non-Filipino</u></b></p> <p><input type="checkbox"/> If employed, Certificate of Employment w/ Compensation, authenticated by Phil. Consul</p> <p><input type="checkbox"/> If self-employed, bank statements for the past 6 months and other applicable business documents, authenticated by Phil. Consul</p> <p>Photocopy of Alien Certificate of Registration (for non-Filipino)</p> <p><input type="checkbox"/> Special Power of Attorney requirement (must be consularized if executed/ signed abroad)</p> <p><input type="checkbox"/> Co-borrower with income</p> <p>Photocopy of at least 2 valid IDs (e.g. Passport, Driver's License)</p>	<p><b>Collateral documents:</b></p> <p><b><u>Standard</u></b></p> <p><input type="checkbox"/> Photocopy of the title</p> <p><input type="checkbox"/> Tax declaration on land and improvement (if applicable)</p> <p><input type="checkbox"/> Lot plan and vicinity map certified by a geodetic engineer</p> <p><input type="checkbox"/> Notarized Contract to Sell/ Offer to Sell</p> <p><b><u>For construction</u></b></p> <p><input type="checkbox"/> Building plan or floor plan</p> <p><input type="checkbox"/> Building specifications duly authenticated by the Eng./ Architect</p> <p><input type="checkbox"/> Bill of materials duly authenticated by the Eng./ Architect</p> <p><b><u>Add'l For condominium unit</u></b></p> <p><input type="checkbox"/> Copy of the Master Deed &amp; Declaration of Restrictions</p> <p>Statement of Account/ Payment Ledger</p> <p><b>Other documents (if applicable):</b></p> <p><b><u>If married</u></b></p> <p><input type="checkbox"/> Photocopy of marriage contract</p> <p><input type="checkbox"/> Spouse's employment/ business incomes documents as listed on the left side/ column</p> <p><b><u>For refinancing</u></b></p> <p><input type="checkbox"/> Statement of account from mortgagee bank/institution</p> <p><b><u>For other sources of income</u></b></p> <p>For rental income, photocopy of lease contract/s and</p> <p><input type="checkbox"/> photocopy of title/s of the leased properties</p> <p>payment of Appraisal Fee</p>
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Please note that additional documents may be required to facilitate the processing of the loan application. Processing will only commence upon submission of complete requirements. Applicable fees shall be collected upon application and upon approval. Other post-approval documents shall be submitted prior to loan release.

**UNDERTAKING**

By signing below, I/we hereby confirm that the information above and documents I/we have given are true and correct, and I/we authorize Allied Savings Bank (the "Bank") to verify and investigate the same from whatever source it may consider appropriate.

I/we understand that my falsifying any of the above information, including the enclosed/attached documents, if any, is sufficient ground for legal action against me/us and the rejection of my/our application. I/we further understand that should my/our application be denied, the Bank has no obligation on its part to furnish me/us with the reason for such rejection and/or to return my/our application form and documents.

I/we also confirm that the proceeds of the loan I/we have applied for shall not be used in any speculative, illegal, and/or criminal activity. I/We likewise authorize the Bank to disclose information relating to the loan granted to me/us to other financial institutions, credit information bureaus and any other organizations performing similar functions.

Finally, I/we confirm that I/we have read and understood the terms and conditions herein provided and that I am/we are entering into this transaction with my/our full consent, such that I am/we are considered indebted to the Bank upon receipt of the loan proceeds.

\_\_\_\_\_ Borrower's signature over printed name / Date \_\_\_\_\_ Co-borrower's signature over printed name / Date \_\_\_\_\_

**THIS PORTION IS FOR BANK USE ONLY**

Received from loan applicant	Sent to/Date:	Received by:	Approved / Disapproved / Deferred
By/Date:	Sent By:	Date:	Date:

**REMARKS / ENDORSEMENT FROM REFERRING OFFICER:**