



Camella

COMMUNITIES

By Vista Land

Changing the Countryside

CHECKLIST OF REQUIREMENTS

STANDARD REQUIREMENTS

- Photocopy of Birth Certificate (Principal/Spouse)
- Photocopy of Marriage Certificate
- 2 pcs. 2x2 pictures (Principal/Spouse/Co-Borrower/Atty-in-fact)
- Residence Certificate (Principal/Spouse/Co-Borrower/Atty-in-fact)
- Proof of Billing Address
- Postdated checks (for equity and amortization)
- 2 Valid Identification cards (Applicant/Spouse/Co-borrower/Atty-in-fact)

MAJOR REQUIREMENTS

Locally Employed

- Photocopy of Income Tax Return and W-2 (latest)
If files separately, Spouse ITR also
- Original and Notarized Certificate of Employment and Compensation
- Payslips for the last 3 months (Applicant/Spouse)
- Bank Statements for the last 3 months
- Vouchers for the last 6 months (commissions)

Self-Employed

- Photocopy of Business Registration (DTI/SEC)
- Mayor's Permit
- ITR for the last 2 years
- Original Audited Financial Statements for the last 2 years
- Franchise/OR/CR/ (for taxi/jeepney/bus operators)
- PTR (for practicing professionals)
- Bank Statements for the last 6 months
- Picture of business establishment
- Company profile (if applicable)
- Leasing Contract (if applicable)

OFW

- Original Certificate of Employment and Compensation (notarized)
- Photocopy of Contract of Employment (valid after 6 mos. after reservation)
- Photocopy of passport (with entries)
- Photocopy of Seaman's Book
- Proof of remittances (last 6 months)
- Payslips for the last 3 months
- Bank Statements for the last 6 months
- Special Power of Attorney (w/ Consular seal if notarized abroad)
- Certificate of Vacation Status with Tentative Departure
- Certificate of Contract Renewal or Extension

Other Documents (if applicable)

- Affidavit of Waiver (for foreign spouse)
- Court Order for Finality (if separated/annulled)
- Affidavit of Support
- Affidavit of Former Filipino Citizen
- Tax Record Update (TRU)
- Mortgage Redemption Insurance
- Documents evidencing source of income i.e. rental agreement