

WOODRIDGE PROPERTIES, INC.

CHECKLIST OF REQUIREMENTS

MINOR DOCUMENTS:

| | PRINCIPAL | | CO-BORROWER |
|--|--------------------------|---|----------------------------|
| Latest ID pictures (Colored or Black & White) Husband & Wife | <input type="checkbox"/> | 2 | <input type="checkbox"/> |
| Latest Residence Certificate (photocopy) | <input type="checkbox"/> | | 2 <input type="checkbox"/> |
| Marriage Contract (if married) | <input type="checkbox"/> | | 2 <input type="checkbox"/> |
| Birth Certificate (if single) | <input type="checkbox"/> | | <input type="checkbox"/> |
| Identification Card (photocopy) e.g. Company ID, Driver's License, PRC ID | <input type="checkbox"/> | | 2 <input type="checkbox"/> |
| Bank Statement / Photocopy of Bank Book (last 6 mos.) | <input type="checkbox"/> | | 2 <input type="checkbox"/> |
| Post Dated Checks (Down payment & Monthly Amortization) | <input type="checkbox"/> | | <input type="checkbox"/> |

FOR LOCALLY EMPLOYED

| | | | |
|---|--------------------------|--|----------------------------|
| Certificate of Employment & Compensation Original & Photocopy | <input type="checkbox"/> | | 2 <input type="checkbox"/> |
| Latest Income Tax Return | <input type="checkbox"/> | | 2 <input type="checkbox"/> |

FOR SELF EMPLOYED/ BUSINESS

| | | | |
|------------------------------------|--------------------------|--|----------------------------|
| Income Tax Return (last 2 years) | <input type="checkbox"/> | | 2 <input type="checkbox"/> |
| Financial Statement (last 2 years) | <input type="checkbox"/> | | 2 <input type="checkbox"/> |
| Business Registration | <input type="checkbox"/> | | 2 <input type="checkbox"/> |
| Mayor's Permit (Authenticated) | <input type="checkbox"/> | | 2 <input type="checkbox"/> |

FOR OFW

| | | | |
|--|--------------------------|--|---|
| Latest Contract of Employment (Authenticated by POEA) | <input type="checkbox"/> | | 2 <input type="checkbox"/> |
| Certificate of Employment & Compensation from Agency for Seaman Only | <input type="checkbox"/> | | <input type="checkbox"/> Original & Photocopy |
| Income Tax Return | <input type="checkbox"/> | | 2 <input type="checkbox"/> |
| Photocopy of Passport | <input type="checkbox"/> | | 2 <input type="checkbox"/> |
| Special Power of Attorney | <input type="checkbox"/> | | <input type="checkbox"/> |
| Exit Pass (Authenticated by POEA) for Seaman Only | <input type="checkbox"/> | | 2 <input type="checkbox"/> |

SPA

| | | | |
|-----------------------------------|--------------------------|--|----------------------------|
| ID Pictures | <input type="checkbox"/> | | 2 <input type="checkbox"/> |
| Residence Certificate (photocopy) | <input type="checkbox"/> | | 2 <input type="checkbox"/> |

NOTE: All requirements must be submitted at *WOODRIDGE PROPERTIES, INC.* Within 30 days from date of reservation

Conforme: _____
Name of Buyer/Applicant