

Area/Satellite Office

**BUYER-INITIATED DISPOSAL OF ASSET-NPL**

**CHECKLIST OF REQUIREMENTS and TENTATIVE SELLING PRICE and MONTHLY AMORTIZATION**

Account Name: \_\_\_\_\_ Acct. No. \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Name of Buyer: \_\_\_\_\_ Cell# \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**ESTIMATED SELLING PRICE:**

Less: 20% Earnest Money/Down Payment \_\_\_\_\_

**NET SELLING PRICE**

| CASH REQUIREMENT    | AMOUNT | ESTIMATED MO. AMORT.      | AMOUNT |
|---------------------|--------|---------------------------|--------|
| (upon application)  |        | Principal & Interest:     |        |
| 20% Earnest Money   | _____  | / ___ 1 year-term 7.50%   | _____  |
| Est. Litigation Fee | _____  | / ___ 2 year-term 8.00%   | _____  |
| Appraisal Fee       | _____  | / ___ 3 year-term 8.50%   | _____  |
| Processing Fee      | _____  | / ___ 5 year-term 9.50%   | _____  |
|                     |        | / ___ 10 year-term 10.00% | _____  |
|                     |        | / ___ 15 year-term 10.50% | _____  |
|                     |        | SRI Premium               | _____  |
|                     |        | FAPI Premium              | _____  |
| <b>TOTAL</b>        | _____  | <b>TOTAL</b>              | _____  |

*Note: - Final Selling Price (FSP) shall be based on the average of Book Value (BV) & Appraised Value (AV) or 75% of Appraised Value (AV) whichever is higher*

*- Payment of Monthly Amortization shall commence one (1) month upon completion of 20% down payment based on the FSP and payment of one-year SRI & FAPI premium pre-payment.*

**DOCUMENTARY REQUIREMENTS:**

The following documentary requirements shall be submitted:

- a. Letter of Intent
- b. Affidavit of Undertaking
- c. 2 Valid Government-issued Identification Cards
- d. Certification from the Barangay
- e. Marriage Contract (if applicable)
- f. Proof of Income (any 2 of the following)
  - 1. If employed
    - Latest Income Tax Return (ITR) / Form W-2
    - Latest Payslip
    - Certificate of Employment stating the length of service and compensation (duly certified by the employer under oath)
    - Proof of Savings / Latest Bank Statement
  - 2. If self-employed
    - Duly Notarized Affidavit of Income;
    - Latest Income Tax Return (ITR) stamped "RECEIVED" by the BIR;
    - Income Statement;
    - DTI Registration / SEC Registration / Mayor's Permit;
    - Latest Bank Statement
    - Proof of Savings / Proof of Commission
    - Any proof/evidence of source repayment
- e. Current Billing Address (electricity, water, telecommunication, other form of current billing address)
- f. Assumer-occupant (if available) -Deed of Sale/Deed of Transfer of Rights/DOSAM/Birth Certificate (in case of heirs)
- g. Occupant - Certification from the barangay or the homeowner's association that the buyer is the actual occupant of the subject property for at least one (1) year
- h. For Abandoned Properties:
  - Certification from the Barangay or the Homeowner's Association that the property is abandoned for at least one (1) year; or
  - Affidavit by the Buyer-Applicant that based on his/her personal knowledge, the subject property is abandoned.
  - Pictures of the abandoned property

**Assisted by:**

\_\_\_\_\_  
**Account Officer**