

## LIST OF DOCUMENTARY REQUIREMENTS

### A. SINGLE WITH FILIPINO CITIZENSHIP

- ✓ Two (2) Valid Government IDs with 3 ORIGINAL specimen signatures
- ✓ Tax Identification Number or Duly filled-up BIR Form 1904, in absence of TIN
- ✓ Birth Certificate
- ✓ Two (2) ORIGINAL & latest proof of billing with same address, no need to be under buyer's name. If not under buyer's name, provide a copy of **Certificate of Residency** with **signature of the buyer/s** and the **owner of the house** (Electronic Bills are acceptable)
- ✓ Confirmation Letter on Mailing Address from the buyer/s (with ORIGINAL signature/s)

### B. MARRIED WITH FILIPINO CITIZENSHIP

- ✓ Two (2) Valid Government IDs of husband and wife with 3 ORIGINAL specimen signatures
- ✓ Tax Identification Number of husband and wife or Duly filled-up BIR Form 1904, in absence of TIN
- ✓ Marriage Certificate
- ✓ Birth certificate
- ✓ Two (2) ORIGINAL & latest proof of billing with same address, no need to be under buyer's name. If not under buyer's name, provide a copy of **Certificate of Residency** with **signature of the buyer/s** and the **owner of the house** (Electronic Bills are acceptable)
- ✓ Confirmation Letter on Mailing Address from the buyer/s (with ORIGINAL signature/s)

### C. WIDOW/WIDOWER WITH FILIPINO CITIZENSHIP

- ✓ Two (2) Valid Government IDs with 3 ORIGINAL specimen signatures
- ✓ Tax Identification Number or Duly filled-up BIR Form 1904, in absence of TIN
- ✓ Marriage Contract
- ✓ Death Certificate of Spouse
- ✓ Two (2) ORIGINAL & latest proof of billing with same address, no need to be under buyer's name. If not under buyer's name, provide a copy of **Certificate of Residency** with **signature of the buyer/s** and the **owner of the house** (Electronic Bills are acceptable)
- ✓ Confirmation Letter on Mailing Address from the buyer/s (with ORIGINAL signature/s)

### D. WITH ATTORNEY-IN-FACT

- ✓ Original and Notarized Special Power of Attorney
- ✓ Two (2) Valid Government IDs of Attorney-in-Fact with 3 ORIGINAL specimen signature
- ✓ Two (2) Valid Government IDs of buyer/s with 3 specimen signature (scanned signatures are acceptable)
- ✓ Birth Certificate/Marriage Contract of buyer/s
- ✓ Tax Identification Number of Attorney-in-fact or Duly filled-up BIR Form 1904, in absence of TIN
- ✓ Tax Identification Number of buyer/s or Duly filled-up BIR Form 1904, in absence of TIN
- ✓ Two (2) ORIGINAL & latest proof of billing with same address, no need to be under buyer's name. If not under buyer's name, provide a copy of **Certificate of Residency** with **signature of the buyer/s** and the **owner of the house** (Electronic Bills are acceptable)
- ✓ Confirmation Letter on Mailing Address from the buyer/s (with ORIGINAL signature/s)

**E. FILIPINO CITIZEN MARRIED TO A FOREIGNER**

- ✓ Two (2) Philippine Valid Government IDs of husband/wife with 3 ORIGINAL specimen signature
- ✓ Copy of Passport and One (1) Valid Government ID of husband/wife with 3 specimen signature (Foreigner)
- ✓ Tax Identification Number of Filipino buyer or Duly filled-up BIR Form 1904, in absence of TIN
- ✓ Marriage Certificate
- ✓ Original and Notarized Waiver of Conjugal Rights
- ✓ Two (2) ORIGINAL & latest proof of billing with same address, no need to be under buyer's name. If not under buyer's name, provide a copy of **Certificate of Residency** with **signature of the buyer/s** and the **owner of the house** (Electronic Bills are acceptable)
- ✓ Confirmation Letter on Mailing Address from the buyer/s (with ORIGINAL signature/s)

**F. FORMERLY FILIPINO CITIZEN**

- ✓ Copy of Passport and One (1) Valid Government ID of husband/wife with 3 ORIGINAL specimen signature
- ✓ Tax Identification Number of Filipino buyer/s or Duly filled-up BIR Form 1904, in absence of TIN
- ✓ Marriage Certificate / Birth Certificate
- ✓ Original and Notarized Declaration of Citizenship
- ✓ Original and Notarized Sworn Statement in accordance to Batas Pambansa Blg. 185
- ✓ Two (2) ORIGINAL & latest proof of billing with same address, no need to be under buyer's name. If not under buyer's name, provide a copy of **Certificate of Residency** with **signature of the buyer/s** and the **owner of the house** (Electronic Bills are acceptable)
- ✓ Confirmation Letter on Mailing Address from the buyer/s (with ORIGINAL signature/s)

**G. DUAL CITIZEN (choose if anong citizenship gagamitin)**

- ✓ Two (2) Philippine Valid Government IDs of husband/wife with 3 ORIGINAL specimen signature (if none, Two (2) Valid Government IDs sa ibang bansa)
- ✓ Tax Identification Number of Filipino buyer/s or Duly filled-up BIR Form 1904, in absence of TIN
- ✓ Marriage Certificate / Birth Certificate
- ✓ Original and Notarized Declaration of Citizenship (if not declared as Filipino Citizen)
- ✓ Original and Notarized Sworn Statement in accordance to Batas Pambansa Blg. 185 (if not declared as Filipino Citizen)
- ✓ Two (2) ORIGINAL & latest proof of billing with same address, no need to be under buyer's name. If not under buyer's name, provide a copy of **Certificate of Residency** with **signature of the buyer/s** and the **owner of the house** (Electronic Bills are acceptable)
- ✓ Confirmation Letter on Mailing Address from the buyer/s (with ORIGINAL signature/s)