

Here are the things you need to submit when you are buying a property:

- ☐ **1. Three pieces 1x1 photo**
- ☐ **2. Tax Identification Number (TIN) ID or card or one-time Taxpayer BIR Form 1904 Photocopy of two government-issued IDs**
- ☐ **3. Latest proof of billing under the name of the buyer or lessor, or a Barangay Certificate (For OFWs) Photocopy of passport (with stamp indicating the date of arrival and departure)**
- ☐ **4. Additional documents based on civil status, such as marriage certificate (when married)**

If you are applying for bank or in-house financing, the following documents are also needed aside from the items mentioned above:

- ☐ **1. Proof of Income** (latest ITR, Job Contract/Certificate of Employment with compensation, 3-months payslip)
- ☐ **2. Post-Dated Cheques** (for Equity)
- ☐ **3. Other additional documents required by Property Company of Friends Inc. (PCFI) or the accredited bank**

If you are self-employed, you need to submit to following documents:

- ☐ **1. ITR for the last three years ***
- ☐ **2. Audited Financial Statement for the last three years ***
- ☐ **3. Bank Statement for the last six months ****

** For in-house financing, current year only*

*** Optional for in-house financing*

If you are an Overseas Filipino Worker or residing abroad, you need an Attorney-In-Fact (AIF). An AIF is a legally designated individual who transacts business on behalf of the buyer. The AIF must be 21 years of age and able read and write.

S/He should be an immediate family member up to the second degree of affinity or consanguinity. This means that the only people eligible to become your AIF are the following:

- ☐ **1. 1st Degree of Affinity** - Your spouse
- ☐ **2. 1st Degree of Consanguinity** - Your parent and son/daughter
- ☐ **3. 2nd Degree of Affinity** - Your parent-in-law and son/daughter-in-law
- ☐ **4. 2nd Degree of Consanguinity** - Your grandparent, brother, sisters and grandchildren

Any family member beyond the second degree, such as aunts, uncles, grandparents-in-law, nieces, nephews and first cousins, are not eligible to act as your AIF.