

**HOME LOAN / LEASING APPLICATION FORM**
**LOAN DETAILS**

 Amount: \_\_\_\_\_ Term: \_\_\_\_\_ Fixing Period: \_\_\_\_\_  
 Purpose of Loan:  
 Purchase of Vacant Lot                       Purchase of Condominium Unit                       Refinancing/take out from \_\_\_\_\_  
 Purchase of House and Lot                       House Construction                       Other (please specify) \_\_\_\_\_  
 Purchase of Townhouse                       Home Improvement/Renovation \_\_\_\_\_

**COLLATERAL DETAILS**

 Property Address: \_\_\_\_\_  
 Present registered owner: \_\_\_\_\_ Contact person: \_\_\_\_\_  
 TCT/CCT No.: \_\_\_\_\_ Contact No.: \_\_\_\_\_

**BORROWER'S INFORMATION**

 Name (First Middle Last) \_\_\_\_\_ Preferred Mailing Address:  
 Address 1     Address 2  
 SSS/GSIS: \_\_\_\_\_ TIN: \_\_\_\_\_ Citizenship: \_\_\_\_\_  
 Birthdate (mm/dd/yyyy): \_\_\_\_\_ Birth place: \_\_\_\_\_ Educational Attainment: \_\_\_\_\_  
 Gender: \_\_\_\_\_ Civil status: \_\_\_\_\_  
 Male                       Single                       Widow / widower  
 Female                       Married                      No. of dependents \_\_\_\_\_  
 No. of dependents: \_\_\_\_\_ Highest educational attainment: \_\_\_\_\_  
 Permanent (Address 1): \_\_\_\_\_ Length of stay: \_\_\_\_\_ yrs  
 Present (Address 2): \_\_\_\_\_ Length of stay: \_\_\_\_\_ yrs  
 Residence is: \_\_\_\_\_ Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
 Owned  
 Rented  
 Living with parents  
 Mortgaged  
 Mobile No. \_\_\_\_\_  
 Employment: \_\_\_\_\_ Employer / business: \_\_\_\_\_ Email address: \_\_\_\_\_  
 Private sector  
 Government sector  
 Self-employed  
 Nature of business: \_\_\_\_\_  
 Years with employer / business \_\_\_\_\_ Employer/business address: \_\_\_\_\_  
 Position title: \_\_\_\_\_ Employer/business Tel. no. \_\_\_\_\_ Employer/business email: \_\_\_\_\_  
 Gross monthly income: \_\_\_\_\_ Other sources of income: \_\_\_\_\_ Other gross monthly income: \_\_\_\_\_

**SPOUSE'S / CO-BORROWER'S INFORMATION**

 Spouse's Maiden / Co-borrower's name (First Middle Last) \_\_\_\_\_ Birthdate (mm/dd/yyyy): \_\_\_\_\_  
 SSS/GSIS: \_\_\_\_\_ TIN: \_\_\_\_\_ Citizenship: \_\_\_\_\_  
 Birth place: \_\_\_\_\_ Educational Attainment: \_\_\_\_\_ Contact No.: \_\_\_\_\_  
 Employment: \_\_\_\_\_ Employer / business: \_\_\_\_\_ Employer/business address: \_\_\_\_\_  
 Private sector  
 Government sector  
 Self-employed  
 Nature of business: \_\_\_\_\_  
 Years with employer / business \_\_\_\_\_ Employer/business Tel. No. \_\_\_\_\_ Employer/business email: \_\_\_\_\_  
 Position title: \_\_\_\_\_ Other sources of income: \_\_\_\_\_ Other gross monthly income: \_\_\_\_\_  
 Gross monthly income: \_\_\_\_\_

**PRINCIPAL BORROWER'S DEPENDENTS**

NAME	AGE	RELATIONSHIP	SCHOOL / EMPLOYER

**CREDIT CARDS**

BANK	CARD NO.	MEMBER SINCE	EXPIRATION DATE	AVE. MO. PAYMENT	OUTSTANDING BAL	CREDIT LIMIT

**LOANS WITH OTHER BANKS AND FINANCIAL INSTITUTIONS**

BANK	TYPE OF CREDIT	LOAN AMOUNT	MO. PAYMENT	OUTSTANDING BAL	MATURITY	STATUS

OTHER ASSETS				
TYPE OF PROPERTY	LOCATION / DESCRIPTION		ESTIMATED VALUE	
BANK REFERENCE				
BANK	ACCT NO.	TYPE OF ACCT.	DATE OPENED	AVERAGE BALANCE
TRADE / PERSONAL REFERENCES				
NAME	RELATIONSHIP (Supplier / Customer / Personal)	ADDRESS		CONTACT NO.

**UNDERTAKING**

By signing below, I/we hereby confirm that the information above and documents I/we have given are true and correct, and I/we authorize KCFC to verify and investigate the same from whatever source it may consider appropriate.

I/we understand that my falsifying any of the above information, including the enclosed/attached documents, if any, is sufficient ground for legal action against me/us and the rejection of my/our application. I/we further understand that should my/our application be denied, KCFC has no obligation on its part to furnish me/us with the reason for such rejection and/or to return my/our form and documents.

I/we also confirm that the proceeds of the loan I/we have applied for shall not be used in any speculative, illegal, and/or criminal activity. I/we likewise authorise KCFC to disclose information relating to the loan granted to me/us to other financial institutions, credit information bureaus and any other organization performing similar functions.

I/we confirm that I/we have read and understood the terms and conditions herein provided and that I am/we are entering into this transaction with my/our full consent, such that I am/we are considered indebted to KCFC upon receipt of the loan proceeds.

**Finally, I/we also hereby acknowledge and authorize: 1) the regular submission and disclosure of my basic credit data (as defined under Republic Act No. 9510 and its Implementing Rules and Regulations) to the Credit Information Corporation (CIC) as well as any updates or corrections thereof; and 2) the sharing of my basic credit data with other lenders authorized by the CIC, and credit reporting agencies duly accredited by the CIC.**

\_\_\_\_\_  
Borrower  
Signature over printed name/Date

\_\_\_\_\_  
Spouse / Co-borrower  
Signature over printed name/Date

**CHECKLIST OF REQUIREMENTS**

	Date submitted	Received by
<b>A. BASIC REQUIREMENTS</b>		
<input type="checkbox"/> Completely filled out and signed application form	_____	_____
<input type="checkbox"/> Photocopy of one (1) valid government-issued ID with signature and photo (borrower and co-borrower)	_____	_____
<input type="checkbox"/> Marriage contract, if applicable	_____	_____
<input type="checkbox"/> Certificate of employment with compensation and length of service / latest ITR / copy of pay slip for the last 3 months	_____	_____
<input type="checkbox"/> Proof of billing address	_____	_____
<b>B. FOR SELF EMPLOYED / PRACTICING PROFESSIONALS</b>		
<input type="checkbox"/> ITR or BIR form 1701 for the last 3 years	_____	_____
<input type="checkbox"/> Audited financial statements for the last 3 years	_____	_____
<input type="checkbox"/> Bank statements or photocopy of passbook for the past six (6) months	_____	_____
<input type="checkbox"/> Certificate of business registration	_____	_____
<input type="checkbox"/> Company profile	_____	_____
<input type="checkbox"/> Proof of other income	_____	_____
<b>C. COLLATERAL DOCUMENTS</b>		
<input type="checkbox"/> Photocopy of TCT/CCT	_____	_____
<input type="checkbox"/> Lot plan and vicinity/location map	_____	_____
<input type="checkbox"/> Tax declaration on land and/or improvement	_____	_____
<input type="checkbox"/> <b>For acquisition</b> , contract to sell or reservation agreement	_____	_____
<input type="checkbox"/> <b>For construction/renovation</b> , building plan or floor plan and building specifications, bill of materials and labor cost	_____	_____
<input type="checkbox"/> <b>For refinancing/loan take out</b> , proof of amortization for the last 3 months and statement of account from mortgagor	_____	_____
Others		
<input type="checkbox"/> Collateral appraisal authorization	_____	_____
<input type="checkbox"/> Credit and financial information authorization	_____	_____
<input type="checkbox"/> Copy of Lease Contracts and Title Income from rented/leased properties, if applicable	_____	_____
<input type="checkbox"/> Others (please specify)	_____	_____

\* Please note that additional requirements may be asked based on the nature of the borrower's profile / account / collateral type

**THIS PORTION IS FOR KCFC USE ONLY**

Received from loan applicant	Sent to/date:	Received by:	Approved / Disapproved / Deferred
By/date:	Sent by:	Date:	Date:
<b>REMARKS / ENDORSEMENT FROM LOAN OFFICER:</b>			