

# QUEENSTOWN PROPERTY DEV'T. CORP.

## Reservation Questionnaire

Please answer completely

PROJECT NAME: \_\_\_\_\_

PURCHASED UNIT: BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ HOUSE MODEL \_\_\_\_\_ COLOR \_\_\_\_\_

LNAME: \_\_\_\_\_ FNAME: \_\_\_\_\_ MNAME: \_\_\_\_\_

AGE: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_ CIVIL STATUS: \_\_\_\_\_

CONTACT NOS.: \_\_\_\_\_ EMAIL ADD: \_\_\_\_\_ CITIZENSHIP: \_\_\_\_\_

MOBILE NOS.: \_\_\_\_\_ TIN NO. \_\_\_\_\_ HDMF MID NO. \_\_\_\_\_

PRESENT ADDRESS: Rented \_\_\_\_\_ Owned \_\_\_\_\_ Relatives \_\_\_\_\_  
Rented \_\_\_\_\_ Owned \_\_\_\_\_ Relatives \_\_\_\_\_

PERMANENT ADDRESS: Rented \_\_\_\_\_ Owned \_\_\_\_\_ Relatives \_\_\_\_\_  
Rented \_\_\_\_\_ Owned \_\_\_\_\_ Relatives \_\_\_\_\_

FB ACCT. NAME \_\_\_\_\_

SPOUSE DETAILS: \_\_\_\_\_

LNAME: \_\_\_\_\_ FNAME: \_\_\_\_\_ MNAME: \_\_\_\_\_

CONTACT NOS.: \_\_\_\_\_ EMAIL ADD: \_\_\_\_\_ CITIZENSHIP: \_\_\_\_\_

EMPLOYER / BUSS. NAME: LOCAL \_\_\_\_\_ OFW \_\_\_\_\_

EMPLOYER / BUSS. ADDRESS: SELF EMPLOYED \_\_\_\_\_ OTHERS \_\_\_\_\_

EMPLOYER CONTACT NO: \_\_\_\_\_ EMPLOYER EMAIL ADD: \_\_\_\_\_

>> ARE YOU CURRENTLY EMPLOYED: \_\_\_\_\_ EMPLOYMENT TYPE : LOCAL \_\_\_\_\_ OFW \_\_\_\_\_  
EMPLOYER / BUSS. NAME: \_\_\_\_\_ SELF EMPLOYED \_\_\_\_\_ OTHERS \_\_\_\_\_

EMPLOYER / BUSS. ADDRESS: \_\_\_\_\_

EMPLOYER CONTACT NO: \_\_\_\_\_ EMPLOYER EMAIL ADD: \_\_\_\_\_

NO. OF YEARS EMPLOYED: \_\_\_\_\_ PAG-IBIG MEMBER SINCE WHEN: \_\_\_\_\_

GROSS MONTHLY INCOME: \_\_\_\_\_ FOR GOVT. EMPLOYEE NET MONTHLY INCOME: \_\_\_\_\_

>> DO YOU HAVE EXISTING OR PREVIOUS HOUSING LOAN WITH PAG-IBIG ? \_\_\_\_\_ IF YES, STATUS: \_\_\_\_\_

>> DO YOU HAVE OTHER LOAN WITH PAG-IBIG ( MPLUSTLICALAMITY ) ? \_\_\_\_\_ IF YES, STATUS: \_\_\_\_\_

>> WERE YOU PAG-IBIG CO-BORROWER BEFORE ? \_\_\_\_\_ IF YES, STATUS: \_\_\_\_\_

>> DO YOU HAVE ANY MARITAL DISPUTES ( SEPARATION / ANNULEMENT / DIVORCE ) ? \_\_\_\_\_ IF YES, STATUS: \_\_\_\_\_

>> DO YOU/SPOUSE HAVE ATTY. IN-FACT / AUTHORIZED REPRESENTATIVE? \_\_\_\_\_ IF YES, RELATIONSHIP: \_\_\_\_\_

ATTY. IN-FACT NAME : \_\_\_\_\_ CONTACT NOS. \_\_\_\_\_

ADDRESS : \_\_\_\_\_ EMAIL: \_\_\_\_\_

>> ARE YOU AWARE THAT YOU CANNOT AVAIL HOUSING LOAN IF YOU HAVE CANCELLED/FORECLOSED/BLACKLISTED TO PAG-IBIG? \_\_\_\_\_

>> ARE YOU AWARE THAT DELAY SUBMISSION OF REQUIREMENTS WILL CAUSE DELAY ON THE PROCESSING OF LOAN AND WILL BE GROUNDS FOR CANCELLATION OF THE PURCHASED PROPERTY? \_\_\_\_\_

>> ARE YOU AWARE THAT ANY FRAUDULENT AND DISHONESTY ON INFORMATION IN THE LOAN APPLICATION AND ALL REQUIREMENTS SUBMITTED WILL AUTOMATICALLY CANCELLED THE PURCHASED PROPERTY? \_\_\_\_\_

>> ARE YOU AWARE THAT OFFICE MUST BE NOTIFY IMMEDIATELY FOR ANY CHANGES OF INFORMATION AND DOCUMENTS SUBMITTED? \_\_\_\_\_

>> ARE YOU AWARE OF OFFICE CONTACT DETAILS FOR ANY INQUIRIES AND CLARIFICATIONS? \_\_\_\_\_

**QUEENSTOWN PROPERTY DEV'T. CORP.**  
**Reservation Questionnaire**  
*Please answer completely*

**LIST OF REQUIREMENTS**

**FOR LOCALLY EMPLOYED – Proof of Income**

- \_\_\_ \*\*\* Latest Payslip (at least 1 month)
- \_\_\_ \*\*\* Notarized Certificate Of Employment with compensation
- \_\_\_ \*\*\* Latest Income Tax Return

**FOR OFW – Proof of Income**

- \_\_\_ \*\*\* Latest Job Contract
- \_\_\_ \*\*\* Latest Salary Certificate
- \_\_\_ \*\*\* Valid Work Permit / Resident ID
- \_\_\_ OEC (if applicable)
- \_\_\_ Latest Immigration passport stamped (arrival & departure)

**GENERAL REQUIREMENTS**

- \_\_\_ TIN Verified (Form 1904)
- \_\_\_ Photocopy of 2 valid gov't issued ID's (w/ 3 specimen signature – principal borrower
- \_\_\_ Photocopy of 2 valid gov't issued ID's (w/ 3 specimen signature –spouse
- \_\_\_ 4 pcs 1x1 ID picture
- \_\_\_ Birth Certificate (if single)
- \_\_\_ Marriage Certificate (if married)
- \_\_\_ Proof of Billing (utility bills : Merarco, water, phone/Internet)
- \_\_\_ Special Power of Atty. (if applicable) – Pag-ibig format
- \_\_\_ Employment Statement of Accumulated Value (ESAV)
- \_\_\_ Pag-ibig MID No.
- \_\_\_ Post Dated Checks to be issued upon loan take out)

**FOR BUSINESS OWNERS**

- \_\_\_ \*\*\* Latest ITR duly received and certified by BIR
- \_\_\_ \*\*\* Business Registrations (DTI, Mayor's Permit)
- \_\_\_ \*\*\* Photo of Business and Location Sketch
- \_\_\_ Latest 6 months Bank statement (if necessary)

**REMARKS :**

1. Requirements with \*\*\* are subject for updating/renewal
2. The following must be submitted upon reservation
  - \_\_\_ Any one of thestated proof of income
  - \_\_\_ TIN Verified (Form 1904)
  - \_\_\_ Proof of Billing Address
  - \_\_\_ 2 valid ID's (principal buyer & spouse)
  - \_\_\_ Special Power of atty - (if applicable ( changes will only be allowed if the atty. In-fact is living or working outside the country or in case of death )

**I HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL INFORMATION SUBMITTED AS PART OF MY HOUSING LOAN APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLWDGE.**

**BUYER NAME :** \_\_\_\_\_  
 Signature over Print name

**DATE SIGNED:** \_\_\_\_\_

**SPOUSE:** \_\_\_\_\_  
 Signature over Print name

Checked by: \_\_\_\_\_

Noted by: \_\_\_\_\_

MOF

**REMARKS:**