

PHILIPPINE NATIONAL BANK-TOKYO BRANCH
CHECKLIST OF HOUSING LOAN REQUIREMENTS

NAME OF APPLICANT: _____

APPLICANT

- _____ ACCOMPLISHED LOAN APPLICATION
- _____ ONE PASSPORT SIZE PICTURE (Husband & Wife)
- _____ COPY PASSPORT (Husband & Wife) / VISA COPY (Non-Japanese)
- _____ COPY OF ALIEN REGISTRATION (NON-JAPANESE)
- _____ COPY OF DRIVER'S LICENSE (International / Japanese)
- _____ ORIGINAL COPY OF CERTIFICATE OF EMPLOYMENT INDICATING DATE OF COMMENCEMENT OF EMPLOYMENT AND PRESENT SALARY. IF SELF-EMPLOYED BUSINESS REGISTRATION CERTIFICATE
- _____ COPY OF INCOME TAX RETURNS FOR THE PAST TWO YEARS. IF SELF-EMPLOYED COPY OF AUDITED FINANCIAL STATEMENTS
- _____ COPY OF HEALTH INSURANCE CARD / OTHER INSURANCES
- _____ COPY OF UPDATED PAYROLL SLIPS (latest 3 months)/ Bank Statement or Passbook
- _____ COPY OF MARRIAGE CERTIFICATE (KOSEKI TOHON)
- _____ COPY OF RESIDENCE CERTIFICATE (JYUMIN-HYO)
- _____ COPY OF ANY UTILITY BILLS IN JAPAN (such as NTT, Tokyo Gas, Water & Electric)
- _____ JPY 25,000 PROCESSING FEE / APPLICATION FEE

TO BE PRODUCED BY SELLER /DEVELOPER

- _____ COPY OF TRANSFER CERTIFICATE OF TITLE (TCT) OR CONDOMINIUM CERTIFICATE OF TITLE (CCT)
- _____ COPY OF TAX DECLARATION, REALTY TAX RECEIPT and TAX CLEARANCE
- _____ LOT PLAN CERTIFIED BY THE GEODETIC ENGINEER (I.E. LOT)
- _____ LOCATION AND VICINITY MAP; AND
- _____ COPY PURCHASE AGREEMENT OR RESERVATION AGREEMENT OR CONTRACT TO SELL.

NOTE: PNB PERSONNEL WHO RECEIVED THE APPLICATION SHALL CHECK ALL DOCUMENTS LISTED AND ENSURE THE COMPLETENESS OF THE APPLICATION AND REQUIREMENTS. THIS CHECKLIST SHALL BE PUT ON TOP OF THE APPLICATION.

Received by: _____

Date: _____