



# 2018 Housing Condonation Program

## APPLICATION FORM

Form No. 07192018-HCP-REVØ

Please accomplish in duplicate.

Date Filed:

**GSIS No. (if member)**

11-digit no. appearing in GSIS eCard Plus

/	/	
mm	dd	yy

**PURPOSE**

- Full Payment
- Full Payment by Heir(s) of Principal Borrower

**PRINCIPAL BUYER'S / BORROWER'S DATA**

Name: _____									
Last	First	Middle							
Civil Status: <input type="checkbox"/> Single <input type="checkbox"/> Married	Date of Birth <table border="1" style="width: 100%; text-align: center;"><tr><td> </td><td> </td><td> </td></tr><tr><td>mm</td><td>dd</td><td>yy</td></tr></table>				mm	dd	yy	Mobile Number	E-mail Address:
mm	dd	yy							
Home Address: _____			Zip Code: _____						
			Tel. No. _____						
Office Name: _____									
Office Address: _____			Zip Code: _____						
			Tel. No. _____						
Name of Spouse: _____									
Last	First	Middle							
Office Name: _____									
Office Address: _____			Zip Code: _____						
			Tel. No. _____						

**ACCOUNT DETAILS**

<input type="checkbox"/> Deed of Conditional Sale	<input type="checkbox"/> Real Estate Loan	Account Number: _____
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**PROPERTY DETAILS**

<input type="checkbox"/> Residential Lot	<input type="checkbox"/> House and Lot	<input type="checkbox"/> Condominium Unit	ICI/CCI No. _____	Lot Area _____
Address: _____				Zip Code: _____
Registered Owner: _____			Registry of Deeds: _____	

**APPLICANT'S DATA**

(Designated Heir, in case original borrower is deceased or Subrogee/Transferee of Rights)

Name: _____									
Last	First	Middle							
Civil Status: <input type="checkbox"/> Single <input type="checkbox"/> Married	Date of Birth <table border="1" style="width: 100%; text-align: center;"><tr><td> </td><td> </td><td> </td></tr><tr><td>mm</td><td>dd</td><td>yy</td></tr></table>				mm	dd	yy	Mobile Number	E-mail Address:
mm	dd	yy							
Home Address: _____			Zip Code: _____						
			Tel. No. _____						
Office Name: _____									
Office Address: _____			Zip Code: _____						
			Tel. No. _____						
Name of Spouse: _____									
Last	First	Middle							
Office Name: _____									
Office Address: _____			Zip Code: _____						
			Tel. No. _____						

**SPECIAL TERMS FOR THE APPLICANT**

- A one-time payment shall be made covering the amount to fully pay the account.
- Mode of Payment. The loan may be paid through any of the following modes:  
**Direct Payment.** The borrower shall pay the full amount directly over-the-counter in cash or manager's check
- Payment of Php500.00 as processing fee simultaneous to full payment of the applicant.

**CERTIFICATION**

I hereby certify that the above given information are true and correct. I further certify that I have read, understood and agree to abide by the terms and conditions of the HOUSING CONDONATION PROGRAM.

\_\_\_\_\_  
Signature of Borrower/Applicant

\_\_\_\_\_  
Signature of Spouse of Borrower/Applicant

**LIST OF DOCUMENTARY REQUIREMENTS**

- 1. Application Form, duly accomplished and signed by the applicant
- 2. Photocopy of applicant's GSIS eCard, UMID, Passport or any two (2) of the following Identification Cards (original to be presented):
  - a. Employee's ID/Company ID
  - b. Driver's License
  - c. Professional Regulation Commission (PRC) ID
  - d. Senior Citizen's ID
  - e. SSS ID
  - f. COMELEC/Voters ID/COMELEC Registration Form
  - g. NBI Clearance
  - h. Integrated Bar of the Philippines (IBP) ID
  - i. Firearms License
  - j. AFSLAI ID
  - k. PVAO ID
  - l. AFP Beneficiary ID
  - m. BIR (TIN) ID
  - n. PAG-IBIG ID
  - o. Persons With Disability (PWD) ID
  - p. Solo Parent ID
  - q. Pantawid Pamilya Pilipino Program (4Ps) ID
  - r. Barangay ID
  - s. Philippine Postal ID
- 3. Photocopy of Latest Real Property Tax Declaration covering the land and the improvement, if any.
- 4. Photocopy of Real Property Tax Clearance Certificate as of the current year

*Note: Original Copies of documents (2 to 4) shall be presented for authentication*

If the original borrower or spouse is deceased.

- 1. For legal heirs of deceased borrower
  - a. Deed of Adjudication of Sole Heir (for a sole surviving heir) or Deed of Extra-Judicial Settlement (for two or more surviving heirs) plus Special Power of Attorney from co-heirs authorizing the applicant-heir to file application for restructuring/condonation under this program and to receive title.
  - b. Affidavit of Publication
  - c. PSA issued death certificate of the borrower/buyer.
  - d. PSA issued marriage contract of the borrower/buyer.
  - e. PSA issued birth certificate of all heir(s); and
  - f. Proof of identification of all heir(s) as stated in the opposite column
- 2. For successors-in-interest
  - If original borrower and spouse are still living.
    - a. Special Power of Attorney from the original borrower/buyer authorizing the applicant successor-in-interest to file application for condonation under this program and to receive title;
    - b. PSA-issued marriage contract of the original borrower; and
    - c. Proof of identification of all successors-in-interest(s) and the original borrower/buyer as stated in the opposite column
  - If original borrower or spouse is deceased.
    - a. Special Power of Attorney from the heirs authorizing the applicant successor-in-interest to file application for condonation under this program and to receive title;
    - b. Deed of Adjudication of Sole Heir (for a sole surviving heir) or Deed of Extra-Judicial Settlement (for two or more surviving heirs);
    - c. Affidavit of Publication;
    - d. PSA-issued death certificate of the original borrower/buyer or spouse;
    - e. PSA-issued marriage contract of the original borrower/buyer;
    - f. PSA-issued birth certificate of heir/s; and
    - g. Proof of identification of all successors-in-interest/(s) as stated in the opposite column

**GENERAL FEATURES**

**A. Coverage**

This shall cover the condonation of penalties for the full payment of the following housing accounts:

- 1. Deed of Conditional Sale (DCS) Accounts
    - a. Accounts for cancellation
    - b. Accounts with Notice of Cancellation (NOC) but not yet uploaded as Investment Property
  - 2. Real Estate Loan (REL) Accounts
    - a. Accounts in arrears
    - b. Accounts in default
      - i. Accounts for foreclosure
      - ii. Foreclosed Accounts
        - \* Without Certificate of Sale (COS)
        - \* With COS wherein GSIS has been declared the winning bidder provided, the title has not been transferred in the name of GSIS.
- This shall not cover accounts where the winning bidder is not GSIS.

**B. Condonation of Penalties**

Condonation of 100% of penalties shall be granted for the full payment of housing accounts.

**C. Condonation Contract**

A condonation contract shall be executed by GSIS and the applicant to document the transaction.

**Application with Incomplete requirements will not be accepted**

**To be filled-out by GSIS personnel**

<b>BP Number - Principal Borrower</b>																			
<b>Loan Application Number</b>																			
<b>Object Number</b>																			
<b>Contract Number</b>																			

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

## ELIGIBILITY AND QUALIFICATIONS

- A. The following GSIS active members are eligible to apply:
1. Permanent and regular government employee.
  2. Temporary, contractual, or casual employee who is in active status with at least three (3) years of continuous service immediately preceding the filing of application.
  3. Elected official and co-terminus employee who are in active status with at least one (1) year of continuous service immediately preceding the filing of application.
- B. **Agency Standing.** Applicant's agency must not be suspended due to non-remittance of the mandatory social insurance contributions and any loan amortization. This shall be a continuing requirement until the release of the loan proceeds.
- C. **Single Loan Rule.** A member can only avail of one (1) loan under this program.

## LIST OF REQUIREMENTS

<p>I. <u>Personal Documents</u></p> <ol style="list-style-type: none"> <li>1. Birth Certificate of Borrower/s</li> <li>2. Marriage Certificate of Borrower/s, if applicable</li> </ol> <p>II. <u>Proof of Income</u></p> <p>A. For income from local employment:</p> <ol style="list-style-type: none"> <li>1. Certificate of Employment and Compensation stating the latest monthly salary and regular monthly allowances.</li> <li>2. Certified copies of payslips/payroll indicating details of gross compensation and deductions for the preceding three (3) months reckoned from the filing of application</li> </ol> <p>B. For income from overseas employment (applicable to co-borrower only):</p> <ol style="list-style-type: none"> <li>1. Certificate of Employment and Compensation stating the latest monthly salary and allowances</li> <li>2. Latest Employment Contract with an unexpired period of at least six (6) months at the time of filing the application.</li> <li>3. Certified copy of the passport</li> </ol> <p>C. For income from a sole proprietorship business owned by the applicant or co-borrower:</p> <ol style="list-style-type: none"> <li>1. Income Tax Returns (ITR) for the preceding three (3) years and the corresponding audited financial statements</li> <li>2. Certificate of registration of business name issued by the Department of Trade and Industry</li> <li>3. Mayor's Permit for the current year</li> </ol> <p>D. For income derived from practice of a profession in the Philippines:</p> <ol style="list-style-type: none"> <li>1. Income Tax Returns (ITR) for the preceding three (3) years and the corresponding audited financial statements</li> <li>2. Copy of the Professional Tax Receipt</li> </ol> <p>III. <u>Proof of Purchase of Real Estate property</u></p> <ol style="list-style-type: none"> <li>1. Original or Duplicate copy of the Contract to Sell / Offer to Buy and Sell</li> <li>2. Latest Statement of Account issued to the applicant by the owner-seller of the property subject of the above contract</li> </ol> <p>IV. <u>Property Documents</u></p> <p>The documentary requirements shall depend on the type of the property that shall be acquired by the applicant. To wit:</p>	<p>A. <u>Residential Lot</u></p> <ol style="list-style-type: none"> <li>1. Certified true copy of the OCT/TCT issued by the Registry of Deeds</li> <li>2. Latest Declaration of Real Property Tax (i.e. Tax Declaration)</li> <li>3. Real Property Tax Clearance as of the current year</li> <li>4. Official receipt covering payment of Real Property Taxes for the current year</li> <li>5. Lot/Location Plan with Vicinity Map, signed and sealed by a licensed Geodetic Engineer</li> <li>6. Subdivision plan, if lot is inside a subdivision</li> </ol> <p>B. <u>House and Lot</u></p> <ol style="list-style-type: none"> <li>1. Certified true copy of the OCT/TCT issued by the Registry of Deeds</li> <li>2. Latest Declaration of Real Property Tax</li> <li>3. Real Property Tax Clearance as of the current year</li> <li>4. Official receipt covering payment of Real Property Taxes for the current year</li> <li>5. Lot/Location Plan with Vicinity Map, signed and sealed by a licensed Geodetic Engineer</li> <li>6. Subdivision plan, if property is inside a subdivision</li> <li>7. Site Development Plan</li> <li>8. Floor Plans</li> <li>9. Bill of Materials and Specifications (for newly-built housing unit)</li> <li>10. Building Permit (for newly-built housing unit)</li> </ol> <p>C. <u>Condominium Unit</u></p> <ol style="list-style-type: none"> <li>1. Certified true copy of the CCT issued by the Registry of Deeds</li> <li>2. Latest Declaration of Real Property Tax (i.e. tax declaration)</li> <li>3. Real Property Tax Clearance for the current year</li> <li>4. Official receipt covering payment of Real Property Taxes for the current year</li> <li>5. Floor Plan</li> <li>6. Specifications</li> <li>7. Master deed of the Condominium Project</li> <li>8. Location Plan with vicinity map</li> </ol>
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## TERMS AND CONDITIONS

1. All other GSIS loan arrearages must be updated prior to approval of this application.
2. Notice of loan approval shall only be effective for a period of sixty (60) days from receipt of notice.
3. The borrower must tender in manager's/cashier's check a processing fee of P3,000 and service fee equivalent to one percent (1%) of the approved loan before the execution of the Deed of Absolute Sale between GSIS and the seller.
4. The borrower shall pay all taxes and fees in relation to the transfer of the title from the owner/seller to GSIS.
5. The borrower is buying the property on an "as is, where is" basis and is presumed to be aware of its actual condition. In case the property is occupied illegally it shall be the responsibility of the borrower to eject the occupant.
6. The borrower is required to secure Housing Redemption Insurance and Fire Insurance coverage from the GSIS, the payment of which shall be included in the payment of the monthly installment.
7. Mode of Payment. The loan may be paid through any of the following modes:
  - 7.1 Payroll Deduction. The borrower is required to execute the prescribed Authority to Deduct, authorizing the deduction of the regular monthly installment from his salary and secure the conformity of his employer, who shall likewise undertake to regularly remit the loan repayments of the borrower to the GSIS.
  - 7.2 Post Dated Checks. The borrower is required to issue 24 post-dated checks to cover for the first 24 monthly installments, and thereafter 24 post-dated checks for the succeeding 24 months until all installment payments covered by the Deed of Conditional Sale have been fully paid.
8. All correspondence of whatever kind, pursuant or relative to this purchase proposal, shall be sent to the buyer's official mailing address or mobile number herein given. All notices sent to the official mailing address or sent thru text in buyer's mobile number shall be valid and binding upon said buyer. In case of change of address or mobile number, the buyer shall inform the GSIS in writing duly acknowledge by GSIS.

	Principal Borrower	Borrower's Spouse	Co-borrower	Co-borrower's Spouse
Signature				
Name				