

**CHECKLIST OF REQUIREMENTS**

Type of Loan :  REM  CM  OTHERS  
 Name : \_\_\_\_\_

**MCC BASIC REQUIREMENTS to start the processing of your applicaton :**

- MCC Application Form with 2 x 2 picture (both husband & wife)
- Biodata with 2" x 2" picture (both Husband & Wife) - OPTIONAL
- Valid ID's with photo (any two (2) of the following for both Husband & Wife) - Passport, Driver's License w/ O. R. SSS / GSIS Card, PRC I.D. , Senior Citizen Card, NBI/ Police Clearance, Philhealth Card, OWWA/ OFW ID, Seaman's Book, Postal ID Barangay Certification, Government Office ID, Alien/ Immigrant Certificate of Registration, NCWDP/ DSWD Certification
- Community Tax Certificates (Husband & Wife)
- Tax Identification Number/Tin Card (Husband & Wife)
- Bank Statement (4 months latest)
- Savings Account (showing account name, account number, balances)
- Other Assets (Certified True Copy of TCT and/or CR/OR for vehicles)
- Marriage Contract

**REAL ESTATE MORTGAGE (initial requirements)**

- Certified True Copy of TCT or CCT (all pages)
- Photocopy of owner's duplicate
- Certified True Copy of Traceback - OPTIONAL
- Lot Plan with certification of owner
- Subdivision Plan
- Floor Plan with certification of owner
- PN/ REM, if mortgaged
- S/A, if mortgaged

**IF SINGLE PROPRIETOR :**

- DTI Registration of Trade Name
- Mayor's Permit & Municipal License (if there is any)
- List of five (5) supplier's with
  - a. Address
  - b. Telephone Numbers
  - c. Contact Person/s
  - d. Goods/Merchandise acquired
  - e. Business relationship (in years)
  - f. Term of payment (for example 30 days)
- ITR

**IF CORPORATION / PARTNERSHIP :**

- Copy of SEC Registration Certificate
- Copy of current Articles of Incorporation / Partnership
- Copy of current By-Laws.
- Minutes of Board of Directors Meeting authorizing company to borrow from MCC and to mortgage company property (describe specific property) and designating company representative authorized to act in behalf of the company. Minutes must be signed by directors representing at least 2/3 majority of total shares of the corporation.
- Notarized Secretary's Certificate regarding the above taken in the Board of Directors Meeting.
- Notarized Certification by Corporate Secretary as to breakdown of stockholders, corresponding shareholding & total shares outstanding
- Written verification report of the authenticity of each of the signatures in the Minutes of Meeting of Board of Directors/ Stockholders. Verification must be done PERSONALLY/DIRECTLY by designated MCC personnel in person(or by phone)
- Mayor's Permit and Municipal Business License
- Latest ITR (2 years)

**REAL ESTATE MORTGAGE (full requirements)**

- Deed of Sale/ Deed of Partition/ Judicial Partition/ etc.
- Fire Insurance/ Endorsement
- Tax Declaration of Lot (xerox ok)
- Tax Declaration of Improvement (xerox ok)
- Latest Real Estate Tax Receipts (xerox ok)
- Latest Real Estate Tax Clearance (xerox ok)
- If Condominium, certified TCT of lot where condominium stands
- Clearance from Homeowner's or Condo Association

**IF WITH SPA**

- SPA duly authenticated by Consul
- Written verification report by MCC personnel confirming from Grantor by phone the authenticity of his/her signature

NOTE: All documents submitted will be subject to verification and evaluation during processing

**CHATTEL MORTGAGE (initial requirements)**

- Certificate of Registration (CR)
- Latest Official Receipt (OR)
- S/A, if mortgaged
- PN/ CM, if mortgaged

**TREASURY BILLS STOCKS OR CLUBS STOCKS**

- Copy of Stock Certificate (F & B)
- S/A, if assigned/ pledged
- PN/ REM, if assigned/ pledged

**IF EMPLOYED**

- Certificate of employment stating
  - a. Salary
  - b. Position
  - c. Length of service
- Latest ITR (2 years)

**IF INCOME IS FROM RENTALS:**

- Current lease contract (s)

**POSTDATED CHECKS**

- Number of checks correspond with term of loan in months

**CHATTEL MORTGAGE (full requirements)**

- Sales Invoice/ Deed of Sale
- Delivery Receipt
- Comprehensive Insurance/ Endorsement
- O. R. of Comprehensive Insurance payment
- Stencil on LTO Form (2 copies)

**TREASURY BILLS STOCKS OR CLUBS SHARES**

- O.R. showing full payment
- If Club Share, certification that account is up to date

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