



# NATIONAL HOME MORTGAGE FINANCE CORPORATION



CORPORATE CIRCULAR NO. 081

15 March 2021

Series of 2021

## IMPLEMENTING RULES AND REGULATIONS FOR THE HLRPP 4: BUILDING ELIGIBLE RESILIENT DWELLING FOR EVERYONE (BERDE) PROGRAM

### I. POLICY STATEMENT

BERDE (*Building Eligible Resilient Dwelling for Everyone*) program shall be the first program of the housing department that promotes sustainable housing development in safe and secure communities and advocates quality of life in a society that contributes to the economy while preserving the environment. This program promotes the reduction of community risks and vulnerabilities to disasters, encourages energy efficiency, water conservation, use of low carbon materials and building of resilient housing units.

### II. PURPOSE

The HLRPP 4- BERDE Program is a platform for the provision of liquidity facility to any public or private housing loan originators who construct, retrofit and finance any green certified residential buildings/housing units to serve as the underlying collaterals that are eligible for securitization.

### III. SCOPE AND COVERAGE

These guidelines shall apply to the purchase of a housing loan portfolio, whether under mortgage receivables or contract receivables which feature green initiatives from housing loan originators *in accordance with the terms, conditions and standards of NHMFC.*

### IV. DEFINITION OF TERMS

1. Account in Default - failure of the borrower to make a timely payment of three (3) consecutive months.
2. Borrower- a person of legal age who availed a housing loan from an originator and has the legal capacity to acquire and encumber a real property.
3. Certified Green buildings - residential buildings/housing units that meet the regional, national, or internationally-recognized standards or certifications from green certifying bodies, such as EDGE, LEED, BERDE, GREEN and etc.
4. Green building - is the practice of adopting measures that promote resource management efficiency and site sustainability while minimizing the negative impact of buildings on human

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health and the environment. This practice complements the conventional building design concerns of economy, durability, serviceability and comfort.

5. Green Initiatives – construction of safe/resilient housing units, strengthening of existing housing units (thru repairs or retrofiting) especially within the declared hazardous area (earthquake/flood and typhoon prone) and other green initiatives that complies with water efficiency, energy efficiency, green materials, resiliency, and sustainability criteria.
6. Originating Institution or Originator- refers to any public/private financial institutions, real estate developers, construction companies, cooperatives, microfinance institutions, government agencies, local government units, non-governmental organizations and other institutions that have an existing housing portfolio.

## V. GENERAL PROVISIONS

### A. PROGRAM FEATURES

1. Beneficiaries

The BERDE Program benefits the housing loan originators and its qualified borrowers.

2. Purchase Price of Loan Receivables

NHMFC shall pay the Originator the amount equivalent to the Outstanding Principal Balance (OPB) of the residential portfolio upon assignment of the corresponding loan receivables or a purchased price that may be determined or agreed upon by the parties.

3. Loan Amount

The loan of the housing portfolio shall not exceed 100% of appraised value of newly constructed, rebuilt or retrofitted housing units or up to Php3.0 Million, subject to the issuance of a new price ceiling for low-cost housing by the Department of Housing Settlements and Urban Development.

4. Loan Term

The housing loan shall be repaid at a maximum term of thirty (30) years and shall, in no case, exceed the difference between age sixty-five (65) and the present age of the principal borrower.

5. Interest Rate

The loan shall have a fixed interest rate up to the end of term as follows:

TERM	From 5-15 Years	From 16-25 Years	From 26-30 Years
INTEREST RATES (per annum)	3%	4.5%	6%

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The rates shall be subject to review and adjustment by NHMFC Management on an annual basis or as necessary, depending on the market and economic conditions.

6. Incentives

Housing loan accounts purchased under this program shall be provided with the following incentives.

1. Incentives to Borrowers

a. Reward and Incentives

Updated accounts with zero arrearages will earn points every time the monthly amortization is paid on or before the due dates and the borrowers with accumulated points will be entitled for a gift check or other applicable rewards, subject to the terms and conditions provided under the Borrowers' Incentive and Rewards Program (BALAI Rewards) approved per Board Resolution No. 3976, s. 2019 and/or its Amendments and other similar reward programs.

b. Interest Subsidy to Marginalized Sectors

Borrower/s with gross family income who belong to the lowest income group segment identified by the Philippine Statistics Authority (PSA) as described below, subject to PSA updates or issuances, shall be authorized to receive and enjoy the interest subsidy in the form of interest reduction for the first 10-year term.

DECILE	MONTHLY GROSS FAMILY INCOME	INTEREST SUBSIDY
D1	≤ 8,730	1.00%
D2	≤ 11,100	1.00%
D3	≤ 12,930	1.00%
D4	≤ 15,150	1.00%
D5	≤ 17,330	0.75%
D6	≤ 20,200	0.50%

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2. Incentives to Originators

The originator shall be entitled to non-financial incentives, including but not limited to use of marketing materials, assistance in documentations, training, access to system application, investment opportunities, and commitment to purchase the whole green housing portfolio, subject to terms and conditions.

7. Performance Monitoring

To monitor the environmental impact of the housing units, the borrower must commit to report and submit to NHMFC annually the property's energy and water performance data based on the actual consumption as reflected in the electric and water bills. Failure to maintain at least 20% efficiency in energy and water use during reassessment period will result in the inability to obtain financial incentives available for this program.

B. GREEN FEATURES

Eligible housing portfolios must comply with the building and environmental laws, regulations and mandatory standards. The design, construction or operation must meet the regional, national, or internationally-recognized standards/certifications or passed the green building rating system, including but not limited to the following components:

1. Energy Efficiency – adoption of efficient practices, designs, methods or technologies that reduce energy consumption resulting in cost savings. It may focus on the management, reduction or elimination of excessive use of energy such as installation of energy efficient technology, maximize the use of natural light to reduce artificial illumination, daylight-controlled lighting system, limitation of lighting power density, roof insulation and natural ventilation.
2. Water Efficiency – adoption of efficient practices, plans, designs, materials, fixtures, equipment or methods that reduce water consumption and cost savings such as installation of water-efficient fixtures that use less water, rainwater harvesting for non-potable purposes, re-use of greywater and black water treatment and recycling systems.
3. Green Materials and Resources – governs all matters related to resource efficiency and material selection and use with the least impact on the environment. The materials containing chemicals used in construction shall not compromise and cause harm to health and safety. The specifications must comply with the allowable Volatile Organic Compounds (VOC) or should be within levels tolerable to humans. The use of non-toxic building materials and resources such as paints, coating, adhesive and sealants, composite wood shall not have urea formaldehyde content and have a least impact on the environment.

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4. Climate Change Resilience – the housing structure, composition, plan or design should pass the climate change resilience indicators, such as soundness of structure, water and wind tightness, spatial flexibility, emergency provisions, emergency egress, disaster risk management plan or passive lighting and ventilation.
5. Natural Disaster Resilience – the housing structure, composition, plan or design should withstand the onslaught of natural calamities like floods, earthquakes and typhoons. As-built plans should consider the disaster-resiliency strategies such as installation of storm shutters, four-sided slope rope, resilient materials, finding the right location using the Philippine geohazard map (DOST hazard hunter/LRA map) or construction, rehabilitation/retrofitting of housing units located in vulnerable areas to reduce and prevent the geohazard risks and consistent with the Comprehensive Land Use Plan of LGUs.
6. Sustainability – adoption of planning, design, construction or operational practices that would minimize the adverse impact on the ecosystem, with focus on indoor and outdoor environment qualities, innovation and waste management.

#### C. ACCREDITATION OF ORIGINATORS

The existing originators of NHMFC shall be automatically qualified under this program. New originators interested in this program must apply for accreditation and meet the following eligibility criteria and documentary requirements provided in the Annex "A":

1. Must be in the list of accredited developers of Department of Human Settlements and Urban Development (DHSUD) or any of the Key Shelter Agencies;
2. Must be duly authorized to operate as evidenced by a Certificate of Registration from appropriate regulatory agency;
3. Must have a positive financial performance/position as evidenced by its latest audited financial statements for the last two years.

#### D. EVALUATION OF HOUSING PORTFOLIO

The Housing Loan Portfolio subject for purchase must satisfy the following eligibility criteria and comply with the Technical and Borrower's documentary requirements enumerated in the Annex "B":

1. Meet the regional, national, or internationally-recognized standards or certifications. Qualified projects must receive a green building certification from an approved green building rating system such as EDGE (Excellence in Design for Greater Efficiencies) that

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guarantees the design of the housing/condominium project has met the EDGE standard of at least 20% efficiency for energy use, water use, and embodied energy in materials compared to a baseline building, and has been independently verified by a third-party certifier.

2. Secured by a clean title or first lien mortgage as evidenced by a Transfer Certificate of Titles (TCT)/Condominium Certificate of Titles (CCT) with adequate collateral coverage for the mortgage or within the allowed Loan to Value Ratio;
3. The Borrower of the property is qualified to mortgage the property and has financial capacity to pay his monthly amortization, as supported by complete documents;
4. The loan term shall not exceed 30 years and the housing portfolio is secured by complete documents and duly signed agreements.

E. TAKE-OUT MECHANISM

1. Interested Originators shall submit the scanned/digitized copies of the following documents to NHMFC through on-line;
  - a. Letter of Intent; and
  - b. Technical and Borrowers Documentary Requirements.

The scanned/digitized documents must be in searchable portable document format (PDF) with a minimum resolution of 300dpi.

2. Due diligence shall be performed through phone or video call. The originator shall immediately be notified of the result of the due diligence within twelve (12) working days. In case of findings, the originator must resolve issues/findings within three (3) working days upon receipt of the Due Diligence Report. Non-resolution of findings within the prescribed period will result in the return of documents to the originator or non-inclusion in the list of accounts for take-out/purchase by NHMFC.
3. A Portfolio Evaluation Report (PER) shall be presented to the Sustainability Committee for Approval. Once approved, NHMFC shall serve a Notice of Approval (NOA) to the Originator.
4. Upon receipt of the NOA, the Originator shall submit the following documents within three (3) working days, prior to the processing of take-out proceeds:
  - a. Original Documents as mentioned in Annex "B";
  - b. Final Green Building Certification;
  - c. Deed of Assignment/Purchase of Loan Agreement;

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- d. Affidavit of Warranties and Undertaking for the following post-compliance documents, if applicable;
- d.1 Individual Transfer Certificates of Title/Condominium Certificates of Title (TCT/CCT) registered under the name of the Borrower with annotated Loan and Mortgage Agreement and Purchase of Loan Agreement;
  - d.2. Tax Declaration and Tax Receipt under the Borrower's Name;
  - d.3. Updated Real Estate Tax Receipts;
  - d.4. Certificate of Occupancy; and
  - d.5. Certificate of Acceptance declaring that the Borrower unconditionally accepts the house and lot/condo unit.
5. In case that the Transfer Certificates of Title/Condominium Certificates of Title (TCT/CCT) are subject for registration in the Registry of Deeds, the Electronic Primary Entry Book (EPEB), along with the electronic copy of TCT/CCT shall be submitted to NHMFC in lieu of the original TCT/CCT, provided that after the said registration, the original TCT/CCT shall be delivered to NHMFC and/or the NHMFC employee shall be authorize to claim the said TCT/CCT in the Registry of Deeds.
6. The loan proceeds shall be released within the prescribed turn-around time from the approval of the Sustainability Committee.
7. For accounts subject to conversion of title and annotation of mortgages, the applicable holdout rate below shall be deducted from the loan proceeds and will be released upon satisfaction of the originator's commitment covered under these guidelines:

Loan Value	Up to Php750,000	Over Php750,000 to Php2.0 Million	Over Php2.0 Million
Hold-out Rate	6%	7.5%	10%

F. REPRESENTATIONS AND WARRANTIES OF THE ORIGINATING INSTITUTION

1. The Originator shall undertake the following responsibilities:
- a. The originator shall submit the post-takeout documents as mentioned in the Section E.4(d) within one (1) year from take-out date, except for the Certificate of Occupancy which shall be submitted within forty-five (45) working days from take-out date;
  - b. In case of Contract to Sell (CTS) accounts, the originator shall be wholly responsible for any liability arising from Republic Act No. 6552, otherwise known as Maceda Law;

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- c. The originator shall convert the Contract to Sell (CTS) accounts to Real Estate Mortgage (REM) within one (1) year and responsible for payment of all the expenses incidental to the transfer/registration of title under the name of the borrower/s and registration/annotation of Loan and Mortgage Agreement and Purchase of Loan Agreement, including the payment of all tax obligations that may be imposed;
- d. Non-payment of the equity and other obligations due from the borrower shall not be a ground for non-conversion of CTS accounts notwithstanding any agreement entered into between the originator and the borrower;
- e. In case of transfer of title, registration and annotation of encumbrances, the Originator shall request temporary release of title and the representative shall be accompanied by NHMFC authorized employee;
- f. If an account defaults while the conversion process is not yet consummated, the CTS shall be cancelled if remains unpaid despite the written demand to settle the account within sixty (60) days grace period. The said CTS shall be cancelled effective after thirty (30) days upon receipt of the notarized notice of cancellation.

Within ninety (90) days from the date of effectivity of the notice of cancellation, the originator shall substitute/assign a new borrower to the defaulted CTS account/s and submit to NHMFC all the documentary requirements;

In case the originator will not be able to substitute the borrower, the title shall be registered/transferred under the name of NHMFC.

- g. In case of failure to convert the CTS accounts to REM within one year/failure to substitute the borrower of the defaulting account within ninety (90) days from the date of effectivity of the notice of cancellation/failure to register the title under the name of NHMFC within the allowable period, NHMFC may, without prejudice to its rights to file appropriate action in court against the originator and/or any of its officers, impose singly or collectively the following sanctions:
  - g.1 reimburse the NHMFC to the full amount previously released plus a penalty of three percent (3%) per month computed on a daily basis for everyday of delay from date of accrual of said right upon demand;
  - g.2. suspend the subsequent release of loan proceeds and forfeit the hold-out value;

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g.3. all conversion and registration expenses advanced by NHMFC, if any, plus a service fee equivalent to two percent (2%) of the loan value or Seven Thousand Five Hundred Pesos (P7,500.00) per account, whichever is lower, shall be collected from the originator.

In the event the originator fails to pay the service fee, the same shall be charged against the loan proceeds of accounts due for release and those that may be submitted to NHMFC until the amount due from the originator is fully paid. In this case, the succeeding accounts submitted to NHMFC for purchase shall be subject to increase of hold-out proceeds to cover the service fee and registration expenses; and

g.4. If the originator is still unable to pay the NHMFC within thirty (30) calendar days upon receipt of notice of demand, the originator shall be suspended from origination with any of the NHMFC programs, without prejudice to other legal actions that NHMFC may take.

2. The Originator shall be required to Warrant against the following:

a. Title or Collateral

The originator shall certify that it has the technical know-how and had exercised proper diligence in the verification of the title/ownership of the mortgage(s)/buyer over the property and that the title/documents of ownership contained no vitiating defects, which could have been found or discovered with the exercise of proper diligence and technical skill;

b. Eligibility of Borrowers

The originator shall warrant that the borrower is qualified to purchase the property, has the financial capacity and is willing to pay his/her monthly amortizations as they will fall due, and have exercised due diligence in determining the qualifications and financial capacity of the borrower;

c. Validity of Documentations

The originator warrants that all documents, including the individual titles and corresponding mortgage documents, Deed of Assignment, Purchase of Loan Agreement and Green Building Certification submitted to NHMFC are valid, binding, and enforceable in all other respects that they purport to be;

d. Hidden Faults or Defects of the Land

The originator or its real estate developer shall warrant that the land where the housing unit is constructed is free from hidden defects and the land is fit for the use it was intended at the time of sale;

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e. Structural Defects

The originator or its real estate developer shall warrant that the housing unit has no structural defect and that the materials used in the construction of the housing unit have passed the standards set forth by appropriate government agencies.

The real estate developer, at its own expense shall commit to answer any defects on land development and house construction (except that which is caused by wear and tear), to meet the specifications set by any provisions of the law/guidelines. In case of a structural defect, or in the event that a case is brought by the borrower against the originator alleging structural defects, the originator shall buy back the loan within thirty (30) days from the date of receipt of NHMFC's notification;

f. Conversion of CTS to REM

The originator warrants to convert the security for eligible accounts from CTS to REM within one year and that non-payment of the equity and other obligations due the originator from the borrower shall not be grounds for non-conversion of the CTS accounts;

g. Compliance with Laws, Rules and Regulations

The originator warrants that all pertinent laws, rules and regulations have been complied with;

h. Misrepresentation

The originator warrants that any person or agent employed by the originator, or allowed to transact or do business on its behalf, has not committed any act of misrepresentation. The originator shall answer for damages caused by any misrepresentation to NHMFC or to the borrowers; and

i. Project Completion and Occupancy of Units

The originator warrants that accounts to be delivered by the originator shall be free from lien and encumbrances. The subdivision/condominium project shall be developed and completed in accordance with the developmental plans approved by regulatory bodies concerned. The originator shall turn over the properties to the borrowers upon release of the loan proceeds, and the borrowers can occupy these properties immediately.

G. BREACH OF WARRANTIES

In case the originating institution breaches any of the warranties stipulated above and any breaches covered in the executed agreements, with respect to any of the loans/receivables

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purchased, NHMFC shall without prejudice to other legal remedies, have a right to enforce singly or collectively the following sanctions:

- a. Right of recourse against the originating institution for the full amount of loan proceeds released or the outstanding principal balance (OPB) of such loans/receivables, including accrued interests and charges thereon, together with a three percent (3%) surcharge on the aggregate amount due. Failure to pay such amount due within fifteen (15) days from demand shall subject the originating institution to a penalty of one tenth of one percent (1/10 of 1%) thereon per day of delay in addition to the regular interest, penalties and charges on the loan/receivables;
- b. The originator shall buyback the accounts within fifteen (15) days from demand in an amount equivalent to the outstanding principal balance and unpaid interest at point of receipt of Notice of Buyback.

If in case the originator is unable to buyback the account within the prescribed period, he may submit a written request for offsetting of the amount due against the subsequent loan proceeds or any amount due him, within fifteen (15) calendar days from receipt of the Notice to Buyback. In the absence of such written request, NHMFC shall automatically offset the total amount due against subsequent loan proceeds or from any amount due the originator, if any, within five (5) calendar days from the date the 15-day grace period expires;

- c. Blacklist/suspend the origination with any of NHMFC programs;
- d. Forfeiture of the hold-out value and apply any of the funds in the possession of NHMFC in full or partial payment of the Originator's obligations;
- e. Indemnify the NHMFC against losses that arise out of future title disputes; and
- f. Avail of any other remedies as provided by law, any agreement between NHMFC and the Originator, and any of the guidelines and amendments thereto, including but not limited to recourse to the insurance policies; and/or apply/convert the monthly amortizations paid by the Borrower/Originator into monthly rentals, in accordance with the policies and/or guidelines which the Sustainability Committee or the Management may hereinafter implement.

## VI. VALUATION OF THE PROPERTY

The NHMFC's Asset Valuation Division (AVD) or an authorized external appraiser shall inspect the property and shall ensure its conformity with the required features under this program and other

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standards mandated by any rules and regulations. In case the NHMFC will conduct the appraisal, an appraisal fee shall be paid or deducted from the loan proceeds based on the fees and charges approved by Management.

In case of submission of any government entity appraisal/table appraisal report from prestigious appraisal companies accredited by any government agencies, NHMFC shall adopt the indicated appraised value in the said report.

#### **VII. PROJECT EVALUATION AND SELECTION**

The project evaluation and selection process are subject to the effective governance of the Committee which shall be composed of the following:

1. The Securitization Group for the operational process;
2. The Sustainability Committee for oversight functions for BALAI BERDE Program;
3. The Executive Management for approval of policies, enhancements and amendments of the programs; and
4. The Board of Directors for purchase of accounts beyond the limits of NHMFC President or any deviation in the guidelines deemed necessary.

#### **VIII. APPROVAL OF APPLICATIONS**

The Sustainability Committee shall have the authority to approve all applications under this program within the authorized threshold, subject to Manual of Approving and Signing Authorities.

It has full authority to approve documentary deviations from these guidelines provided that all the following requirements listed below are satisfied:

1. All provisions relating to the Transfer Certificates of Title (TCTs) or Condominium Certificates of Title (CCTs) are complied with;
2. Loan-to-Collateral Ratio is complied with;
3. The requirements relating to the Borrower's Capacity to Pay is satisfied; and
4. Final Green Building Certification or its equivalent.

#### **IX. INSURANCE**

The housing loan portfolio shall be covered with Mortgage or Sales Redemption Insurance (MRI/SRI) and Fire Insurance. The first annual premiums for such insurance shall be deducted from the proceeds and for the succeeding year shall be collected by NHMFC as part of the borrower's monthly housing loan amortization.

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**X. MECHANISM ON RESOLUTION OF ISSUES**

Any issue in the interpretation and implementation of this Guidelines shall, as much as possible, be resolved by the Sustainability Committee. Matters that are not thereby satisfactorily resolved shall be escalated to the next higher approving authority.

**XI. MANAGEMENT AUTHORITY**

In order to ensure effective and efficient implementation of the HLRPP – 4 BERDE Program, the, NHMFC Management has been given the authority by its Board of Directors to make and effect changes in interest rates, major revisions or amendments to this guideline as it deems fit and necessary or issue such clarificatory orders or memoranda. In this connection, the Management shall make a report of such rate changes, major revisions or amendments to the Board of Directors in view of the Board’s oversight functions.

**XII. REPEALING CLAUSE**

All orders, circulars, memoranda, rules, regulations and other issuances, or part thereof which are inconsistent with the provision of this Circular are hereby repealed, amended or modified accordingly.

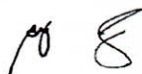
**XIII. EFFECTIVITY**

This Circular shall take effect immediately.



Digitally signed by Bustos  
Felixberto Ungson Jr  
Date: 2021.03.16 10:37:11  
+08'00'

**DR. FELIXBERTO U. BUSTOS, JR.**  
President



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**ANNEX "A"**

**Requirements for Originator's Accreditation**

Name of Document
1. Originator's Information Sheet (Prescribed Form)
2. Registration Certificate from appropriate regulatory agency
2.1 Developer, Financing Institutions, Cooperative/MFI/NGO
For Sole Proprietor: <ul style="list-style-type: none"> <li>a. DTI Certified True Copy of Certificate Business Name of Registration</li> <li>b. Government issued the ID of the owner.</li> </ul>
For Corporation: <ul style="list-style-type: none"> <li>a. SEC Certified True Copy of Certificate of Registration</li> <li>b. Articles of Incorporation and By-Laws, Board of Directors and Key Officers</li> <li>c. Secretary Certificate as to authorized representative and his/her Government issued ID</li> </ul>
For Cooperative: <ul style="list-style-type: none"> <li>a. Accreditation from Cooperative Development Authority (CDA)</li> <li>b. Organizational Structure, Board of Directors and Key Officers</li> <li>c. Secretary Certificate as to authorized representative and his/her Government issued ID</li> </ul>
For Micro Finance Institution (MFI) <ul style="list-style-type: none"> <li>a. Accreditation from Bangko Sentral ng Pilipinas (BSP)</li> <li>b. Organization Structure, Organizational Structure, Board of Directors and Key Officers</li> <li>c. Secretary Certificate as to authorized representative and his/her Government issued ID</li> </ul>
For Non- Government Organization <ul style="list-style-type: none"> <li>a. SEC Certificate of Registration and Latest General Information Sheet</li> <li>b. Organization Structure, Board of Directors and Key Officers</li> <li>c. Secretary Certificate as to authorized representative and his/her Government issued ID</li> </ul>

2.2 Local Government Unit/National Government Agency
a. Legal documents creating the government agency/unit (Memorandum Circular, Executive Orders, Resolution from the Council of the Local Government Unit, etc)
b. Organizational Structure and Biodata of Officers
c. Government issued ID
3. Audited Financial Statements for the last 2 years stamped received by BIR
4. Authority for Background and Credit Investigation (Prescribed Form)

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**ANNEX "B"**

**Requirements for Evaluation of Accounts**

**A. Project Description/Technical Documents**

<b>Name of Document</b>
1. Letter request for appraisal per project (Prescribed Form)
2. Payment of appraisal fee (if appraisal will be conducted by NHMFC)
3. Final Green Certification or any equivalent certification
4. Complete Set of Approved Land Development Plans (per project)
5. Complete set of Approved Building Plans (per model)
6. Bill of Materials and Specifications (per model) duly signed by resident engineer
7. License to Sell/ Certificate of Registration (certified copy)
8. Labeled photos of the subdivision (including amenities), house models (interior and exterior) and the subject unit/s
9. Building Permit for the subject unit/s
10. Certificate of Occupancy for the subject unit/s (if not available, the developer is allowed 45 working days to submit said document upon take-out)
11. Recent appraisal report issued by any government entity/prestigious appraisal companies accredited by government agencies (if available)

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## B. Borrowers Information/Documents

Name of Document
1. Borrower's Information Sheet with Data Privacy Consent and certification that due diligence was conducted by the originators and the information provided in BIS are true and correct (Prescribed Form)
2. Proof of Capacity to Pay  If employed:  a. Latest Income Tax Return b. Certificate of Employment and Compensation issued for the last 6 months c. Payslips for the last 3 months d. Passbook/Bank Statements for the last 12 months or any other documents showing other sources of income  If in Business:  a. ITR and Audited Financial Statements for the past 2 years b. DTI Registration/latest Mayor's Permit/Business Permit c. Passbook/Bank statement for the last 12months or other documents that would validate capacity to pay  If OFW:  a. Employment Contract (English) b. Bank Statement or passbook for the last 12months or other documents that would validate capacity to pay  If Drivers:  a. Copy of Transport Franchise issued by the appropriated government agency (LGU for tricycles, LTFRB for other PUVs), if the driver is the owner of the transportation unit b. Notarized Affidavit of Income with supporting documents showing the income  If with Sari-sari store/mini-groceries, or sub-contractor, on call maintenance, technician:  a. Brgy. Certificate/Clearance/Mayor's Business Permits/ Notarized Certificate of Engagement b. Notarized Affidavit of Income with supporting documents showing the income  If Self-Employed (any of the following)  a. ITR, Audited Financial Statements, and Official Receipt of tax payment from bank supported with DTI Registrant and Mayor's Permit/Business Permit b. Commission Vouchers reflecting the issuer's name and contact details (for the last 12 months) c. Bank Statements/passbook/remittances for the last 12 months (in case income is sourced from foreign/local remittance, pension, etc.)

- d. Certified True Copy of Transport Franchise issued by appropriate government agency (LGU for tricycles, LTFRB for other PUVs)
- e. Certificate of Engagement issued by the owner of business
- f. Notarized Affidavit of Income with supporting documents showing the income

Other Sources of Income:

- a. Financial Statements
- b. Lease Contract for income generating properties
- c. OR/CR of vehicles owned
- d. Photocopy of Statement of Investment Account
- e. Statement of Account/Certification
- f. Other documents showing sources of income

3. Notarized Contract to Sell

4. Pre-signed Deed of Sale

5. Pre-signed Loan and Mortgage Agreement

6. Pre-signed Promissory Note

7. Statement of Account and Payments

8. Signed Authority for NHMFC to Inspect the Property

9. Transfer Certificate of Titles/Condominium Certificate of Titles (TCT/CCT)

10. Electronic Primary Book (EPEB) and Electronic copy of TCT/CCT (if applicable)

11. Tax Declaration and Tax Receipts (latest)

12. Authenticated Copy of Borrower's 2 Valid IDs

13. Marriage Contract and Valid IDs of the Spouse (if applicable)

14. Special Power of Attorney and valid IDs of the Atty-in-Fact (if applicable)

15. Health Statement Form (if applicable)

16. Letter of Guaranty (if applicable)

N.H.M.F.C  
CERTIFIED COPY

*la*  
LIZALYN V. CANDELARIO  
Records and Mailing