



Citystate Savings Bank, Inc.
Citystate Centre Building
709 Shaw Boulevard, Barangay Oranbo
Pasig City

CHECKLIST OF REQUIREMENTS

INFORMATION ON PERSONAL DATA AND INCOME	
INDIVIDUAL	CORPORATE OR PARTNERSHIP
<ol style="list-style-type: none">1. Duly accomplished and signed Loan Application Form2. Latest 2x2 pictures of applicant(s) / co-borrower(s)3. If employed: [applicable to applicant(s) and co-borrower(s)]<ul style="list-style-type: none">◆ Certificate of Employment with Compensation◆ Individual Income Tax Return (BIR 1701) or Certificate of compensating payment / Tax Withheld (W2)◆ Photocopy of Company ID◆ Statement of Monthly Income and Expenses4. If Self-employed:<ul style="list-style-type: none">◆ Certificate of Business Registration with BDT / DTI◆ Mayor's Permit◆ Bank Statement / Passbook for the last six (6) months◆ Audited Financial Statements of Business and Income Tax Return (ITR) for the last three (3) years, as submitted to BIR with corresponding receipts.◆ Cash Flow Statements and Projected Balance Sheet and Income Statement by assumptions.	<ol style="list-style-type: none">1. Duly accomplished and signed Loan Application Form.2. Basic Information Report (SEC) – General Information Sheet.3. Articles of Incorporation and By-Laws4. Income Tax Return/Audited Financial Statements for the last three (3) years as submitted to BIR.5. Bank Statement for the last six (6) months.6. Company / Business profile (history, list of major officers and stockholders, operations, product lines/mix, marketing aspect)7. Curriculum vitae of major / key officers8. List of major clients and suppliers indicating contact persons, address and telephone numbers.9. Board Resolution / Secretary's Certificate authorizing:<ul style="list-style-type: none">◆ To Borrow / Sell Receivables◆ To Assign / Pledge / Mortgage◆ To enter into Trust Agreement
INFORMATION ON COLLATERAL / PROPERTY	
<ol style="list-style-type: none">1. Readable / Clear photocopy (all pages) of Transfer of Certificate Title (TCT) or Condominium Certificate of Title (CCT)2. Photocopy of Mother Title with House Rules and Master Deed of Restriction (for condominium)3. Location plan with vicinity map, duly prepared and Certified by a Geodetic Engineer or Licensed Surveyor4. Photocopy (back to back) of Latest Tax Declaration on Land and Improvement5. Photocopy of Real Estate Tax Receipt of the current year6. Original copy of Tax Clearance of Certificate of non-delinquency in payment of realty tax for the current year.	
ADDITIONAL REQUIREMENTS	
<ol style="list-style-type: none">1. If Refinancing:<ul style="list-style-type: none">◆ Latest Statement of Account from present mortgagee◆ Official Receipts of payments of amortization for the past six (6) months2. Contract to Sell / Deed of Absolute Sale3. Notarized Lease Contract and Schedule of Tenants4. Photocopy of Marriage Contract5. Photocopy of two (2) valid IDs: TIN ID, Driver's License, PRC License, etc.	