

UCPB Savings Bank Requirements:

For Cash and Installment Buyers:

1. Letter of Intent
2. 10% reservation/earnest fee (may form part of the payment if sale/transaction will be approved or can be refunded without interest if sale/transaction will be disapproved)
 - But will be forfeited in favor of the bank if the buyer/s back out after the approval of the sale/transaction
3. Filled up Customer Information Sheet (CIS) form
4. Two (2) Valid legal/government issued identification card (ID) with three (3) specimen signatures
5. Certificate of Employment (COE)
6. Latest ITR
7. 1 month payslip **(For installment buyer or in case to case basis as needed)**
8. Updated bank statement (latest 3 months) **(For installment buyer or in case to case basis as needed)**
9. Proof of Billing (Meralco, water utilities, cable, credit card statement, etc.) **(For installment buyer or in case to case basis as needed)**

If source of income is thru business:

1. SEC/DTI registration
2. Business permit / Barangay permit
3. Audited Financial Statement
4. Latest ITR