## **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