

## UEDI LIST OF REQUIREMENTS

### 1. NOT LATER THAN 30 CALENDAR DAYS AFTER RESERVATION DATE

- a. Fully filled-out Buyer's Information with items marked "n/a"
- b. 2 pcs 2x2 ID picture and 4 pcs 1x1 ID picture (both spouses)
- c. Photocopy of 2 valid Government issued ID's
- d. Photocopy of Proof of Billing
- e. ORIGINAL NSO certified Birth certificate or Marriage contract
- f. TIN Verification Slip
- g. Complete pos-dated checks (PDC) for complete equity or Downpayment as stated in computation sheet
- h. UEDI Special Power of Attorney (*if applicable*)

### 2. Proof of Income (must be submitted not later than 6 months before full equity)

#### 2.A If Locally Employed

1. Certificate of Employment and Compensation (notarized)
2. Latest 3 months pay slip (certified True Copy)
3. Latest Income Tax Return (certified True Copy)

#### 2.B If Self-employed

1. Latest Income Tax Return & Official Receipt of tax payment (certified true copy)
2. Latest audited Financial Statements of Company
3. DTI Registration
4. Mayor's Permit & SEC (*if applicable*)

#### 2.C Overseas Filipino Worker (OFW)

1. Updated Job Contract
2. Latest 3 months Pay Slip
3. Photocopy of CURRENT Passport
4. Consularized Special Power of Attorney (Notarized only if in Philippines)
5. Work Permit or Work Visa
6. Residence ID (*if applicable*)

#### Others: (FOR HDMF ONLY)

1. Members status verification slip (MSVS)
2. Members Data Form