**GUARANTY LINE APPLICATION**

**Checklist of Requirements**

1. COMPANY PROFILE

\_\_\_ Company Background

\_\_\_ SEC Registration and Articles of Incorporation

\_\_\_ Shareholders with breakdown of shares of stocks

\_\_\_ Secretary’s Certificate – board approval for a guaranty line application

\_\_\_ Principal officers and their bio-data

\_\_\_ Organizational structure

\_\_\_ Services/ Products offered

1. FINANCIALS

\_\_\_ Audited Financial Statements for the past three (3) years duly received by the Bureau of Internal Revenue (BIR)

\_\_\_ Income and Business Tax Returns for the past three (3) years duly received by the BIR

\_\_\_ Tax Clearance from BIR – to prove full and timely payments of taxes

\_\_\_ BSP’s CAMELS Rating – for bank applicants only

\_\_\_ BSP’s Bank Examiner Report on the Bank

1. HOUSING LOAN CREDIT POLICIES AND GUIDELINES

As to the following:

* 1. Purpose
  2. Borrower’s eligibility
  3. Credit Ratio
  4. Loan limit
  5. Security
  6. Term
  7. Interest rate
  8. Approving Authority
  9. Credit Management Structure

1. PROSPECTIVE ENROLLMENTS

Containing the following data:

* 1. For Developmental Line

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Account Name | Project Name | Location | No. of Units | Ave. Sales Package | Loan Amount |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |

* 1. Retail Line

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For Real Estate Mortgages | | | Additional Information for CTS Accounts | | | | |
| Housing Packages | No. of Accts. | Value (PhP) | Originating Developer | Name of Subdivision | Location of Property | CTS Buyer’s Equity | Seasoning Period |
| P400k & below |  |  |  |  |  |  |  |
| Above P400k-3.0m |  |  |  |  |  |  |  |
| Above P3.0m-4.0m |  |  |  |  |  |  |  |
| Above P4.0m |  |  |  |  |  |  |  |

* 1. Loans Portfolio

1. Total Volume
2. Interest Rate
3. Collection Efficiency