



**BUREAU OF JAIL MANAGEMENT AND PENOLOGY
MULTI-PURPOSE COOPERATIVE**

BJMP MPC BLDG.144 Mindanao Avenue, Quezon City
CP 09688843739; 09175710115; 09999982433

Guidelines/Requirements Prior to Real Estate Loan Release:

Loan Particulars/Purpose of Loan:

1. Purchase of Lot
2. Purchase of a residential unit (house and lot)
3. Purchase of townhouse or a condominium unit
4. Purchase of adjoining lot/property

CHECKLIST OF REQUIREMENTS:

1. MAXIMUM AMOUNT OF LOAN TO BE GRANTED MUST BE **PAYABLE WITHIN THE REMAINING YEARS OF SERVICE WITH THE BJMP – RES. NO 638**
2. Authority to Deduct Loan Amortization/BJMP-MPC Housing Loan Form, Loan and Mortgage Agreement, Photocopy of Latest Payslip and BJMP ID.
3. Transfer Certificate of Title/Condominium Certificate of Title (**TCT/CCT**) covering the subject house and lot package/condominium unit **in the name of the borrower**, duly **annotated** by the Registry of Deeds/**MORTGAGE ANNOTATION*** IN FAVOR OF BJMP-MPC**.
--- submit the original copy (owner's copy) and a certified true copy of the title
4. Occupancy Permit, if applicable

*****Loan Mortgage Annotation ----- Registry of Deeds' (RD) requirements prior to mortgage annotation:**

- a. TCT/ Land Title (Owners Copy/Owner's Duplicate Copy) in the name of the borrower.
- b. Tax clearance
- c. Tax declaration in the name of the borrower
- d. Copy of CDA Registration Certificate and Articles of Cooperation of BJMP-MPC (if required by the RD)
- e. Documentary stamps (BIR Form 2000) ----- **BIR REQUIREMENTS:**
 1. TCT/ Land Title (Owners Copy/Owner's Duplicate Copy) in the name of the borrower.
 2. Photocopy of Tax Declaration.
 3. Updated Real Property Tax Receipt.
 4. Tax Clearance Certificate (Issued by the Assessor's Office of the City/Municipality where the property is located)
 5. Real Estate Appraisal Report (Property Valuation) signed by a Licensed Real Estate Appraiser
 6. Duly Notarized LOAN AND MORTGAGE AGREEMENT between the borrower and BJMP-MPC, represented by the BJMP-MPC Chief Executive Officer (secure a copy of the Agreement from BJMP-MPC Office).

The BJMP-MPC reserves the right to require additional documents to facilitate loan evaluation process.