

**APPLICATION FORM****Off Campus Housing Soft Loan Program**

University of the Philippines, Diliman

 New Loan Application Renewal**I. BORROWER'S INFORMATION****Borrower's Name (include Jr. or Sr. if applicable)**

Last Name

First Name

Middle Name

**SEX** M F**Citizenship****Date of Birth**

(mm/dd/yyyy)

\_\_\_\_/\_\_\_\_/\_\_\_\_

**Present Home Address**

Unit/Room No. Floor

Building Name

Lot. No. Blk., Phase No. House No.

Street Name

**MARITAL STATUS** Single Married Widow/er Legally Separated Annulled

Subdivision

Barangay

Municipality/City

Province

Zip Code

\_\_\_\_

**Contact Details**

Home

\_\_\_\_ - \_\_\_\_\_

Mobile Number

\_\_\_\_ - \_\_\_\_\_

Email address

\_\_\_\_\_

**Residential Unit** Owned Mortgaged Rented at P \_\_\_\_\_/mo. Living w/ relatives/parents**Years of stay****in present****address**

(\_\_\_\_)

**Length of service in U.P.****Position****Monthly Salary****Unit/College/Department****Employment Status****II. LOAN PARTICULARS****Purpose of Loan**

- Purchase of old or new residential house and/or lot, townhouse or condominium unit.
- Construction or completion of a new residential unit on a lot owned by the applicant.
- Renovation of an existing unit.
- As supplement to an approved housing loan facility from other agencies (eg. Pag-IBIG Fund, GSIS, etc.)

**Applied Loan Amount**

Php \_\_\_\_\_

Applied Loan Term (pls. encircle)

Payable within 6, 5, 4, 3, 2, 1 year/s thru salary deduction with an interest rate of 6% per annum, based on a yearly diminishing balance.

**Date filed:** \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_\_  
Signature Over Printed Name**III. PERSONNEL CLEARANCE**

This is to certify that the applicant is an active regular full time permanent employee; is not on leave of absence without pay; and has not been formally charged for an administrative case or is not under suspension.

\_\_\_\_\_  
Director, HRDO**IV. ACCOUNTING CLEARANCE**

This is to certify that the monthly net pay as of \_\_\_\_\_ is not less than P5,000.00 after deduction of the monthly loan amortization of the loan applied for.

Net Pay (incl. PERA): \_\_\_\_\_

Less: Soft Loan ded./mo: \_\_\_\_\_

Net After deduction: \_\_\_\_\_

\_\_\_\_\_  
Director, Accounting Office**V. ACTION OF THE CHANCELLOR** Recommending Approval Approved Disapproved\_\_\_\_\_  
Chair, Housing Soft Loan Committee\_\_\_\_\_  
Chancellor**AUTHORIZATION**

This is to authorize the Diliman Accounting Office to deduct from my salary the monthly loan amortization of \_\_\_\_\_ (Php \_\_\_\_\_) until the loan is

\_\_\_\_\_  
Borrower's Signature Over Printed Name\_\_\_\_\_  
Date