

# DISCOVERY HOME LOAN Application Form



Date

## Loan Information

Loan Type  
 Regular  Flexi Type  Other

## Purpose

House & Lot Purchase  Home Improvement  Lot Only Purchase  Lot Purchase & House Construction  
 Townhouse Purchase  Refinance  For Construction  Other   
 Condominium Purchase  Home Equity

Loan Amount Needed <input type="text"/>	Mode of Payment <input type="checkbox"/> Over-the-Counter <input type="checkbox"/> Auto-Debit Arrangement <input type="checkbox"/> Post Dated Checks <input type="checkbox"/> Other <input type="text"/>	<b>Property Collateral / Security</b> Property Address <input type="text"/> TCT / CCT No. <input type="text"/> Lot No. <input type="text"/> Blk No. <input type="text"/> Under Name of <input type="text"/> Contact Person <input type="text"/> Contact No. <input type="text"/>
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## Borrower's Information

Title <input type="text"/>	Last Name <input type="text"/>	First Name <input type="text"/>	Middle Name <input type="text"/>	Nickname <input type="text"/>		
Date of Birth <input type="text"/>	Age <input type="text"/>	Place of Birth <input type="text"/>	Country of Birth <input type="text"/>	Citizenship / Nationality <input type="text"/>	Civil Status <input type="text"/>	Gender <input type="text"/>

Father's Name	Last Name <input type="text"/>	First Name <input type="text"/>	Middle Name <input type="text"/>	Age <input type="text"/>	Father is dependent <input type="checkbox"/> Yes <input type="checkbox"/> No
Mother's Maiden Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Mother is dependent <input type="checkbox"/> Yes <input type="checkbox"/> No
Other Dependent's Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Total No. of Dependents <input type="text"/>

Tax Identification No. (TIN) <input type="text"/>	SSS / GSIS <input type="text"/>	ID No. (Type 1) <input type="text"/>	ID No. (Type 2) <input type="text"/>
Mobile No. <input type="text"/>	Home Phone No. <input type="text"/>	Email Address (Personal) <input type="text"/>	Email Address (Office) <input type="text"/>

## Residence Type

<input type="checkbox"/> Owned <input type="checkbox"/> Company Provided <input type="checkbox"/> Living w/ Parents or Siblings <input type="checkbox"/> Living w/ Other Relatives	<input type="checkbox"/> Rented <input type="checkbox"/> Mortgaged	Name of Landlord / Finance Co. <input type="text"/>	Contact No. <input type="text"/>	Monthly Payment <input type="text"/>
Present Home Address <input type="text"/>	Years of Stay <input type="text"/>	Permanent / Provincial Home Address <input type="text"/>	Contact No. in Permanent / Provincial Home Address <input type="text"/>	Years of Stay <input type="text"/>
Previous Home Address <input type="text"/>	Years of Stay <input type="text"/>	Contact No. in Previous Home Address <input type="text"/>	Years of Stay <input type="text"/>	

## Employment

<input type="checkbox"/> Employed <input type="checkbox"/> Self-employed	Name of Present Employer / Business <input type="text"/>	Type / Nature of Business <input type="text"/>	Date Hired <input type="text"/>	Employment Status <input type="text"/>	Years of Stay <input type="text"/>	Position / Title <input type="text"/>
Address of Employer / Business <input type="text"/>	For self-employed, business address below is: <input type="checkbox"/> Owned <input type="checkbox"/> Rented / Leased		Zip Code <input type="text"/>	Country <input type="text"/>	Business Phone No. <input type="text"/>	
Name of Previous Employer / Business <input type="text"/>	Address of Previous Employer / Business <input type="text"/>	Previous Position / Title <input type="text"/>	Years of Stay <input type="text"/>	Previous Business Phone No. <input type="text"/>		

## Spouse's / Co-maker's Information

Title <input type="text"/>	Last Name <input type="text"/>	First Name <input type="text"/>	Middle Name <input type="text"/>	Gender <input type="text"/>	
<input type="checkbox"/> Spouse <input type="checkbox"/> Co-maker	Relationship to Borrower <input type="text"/>	Civil Status <input type="text"/>	Last Name, First Name, Middle Name (use Maiden Name if married) <input type="text"/>		
Date of Birth <input type="text"/>	Place of Birth <input type="text"/>	Country of Birth <input type="text"/>	Citizenship / Nationality <input type="text"/>	Tax Identification No. (TIN) <input type="text"/>	SSS / GSIS <input type="text"/>
Address same as applicant's: <input type="checkbox"/> Yes <input type="checkbox"/> No		Indicate present address if different from applicant's <input type="text"/>			

Mobile No.	Home Phone No.	Email Address (Personal)	Email Address (Office)
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>

Employment Status	Name of Present Employer / Business	Years of Stay	Position / Title
<input type="checkbox"/> Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Self-employed	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>

Address of Employer / Business	Nature of Business	Business Phone No.
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>

**Credit References**

	Credit Card Number	Outstanding Balance	Valid Thru	Date Issued	Credit Limit	Credit Card Issuer	Contact No.
<input type="checkbox"/> Credit (Card)	<input style="width:95%;" type="text"/>						
	<input style="width:95%;" type="text"/>						

	Type of Loan	Outstanding Balance	Term (mm)	Monthly Payment	Loan Amount	Financing Company	Contact No.
<input type="checkbox"/> Loan	<input style="width:95%;" type="text"/>						
	<input style="width:95%;" type="text"/>						

**References**

Children Studying / Working (give at least 2)	School / University / Employer	Level, Course / Rank, Title	Year, Grade / Date Hired	Phone No.	Email Address
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>

Nearest Relatives Not Living With You (give at least 2)	Address	Relationship	Contact No.	Email Address
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>

Trade References (give at least 2 suppliers / clients)	Address	Contact Person	Contact No.	Email Address
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>

	TOTAL	Summary of Monthly Income / Expenses	
<b>ASSETS</b>		<b>INCOME</b>	
<i>Cash on Hand</i> _____	<input style="width:50%;" type="text"/>	Basic Income	<input style="width:95%;" type="text"/>
<i>Bank Account</i>		Bonuses / Allowances	<input style="width:95%;" type="text"/>
Name of Bank    Branch of Acct.    Contact No.    Account No.    Account Type    Outstanding Balance		Other Income (specify):	<input style="width:95%;" type="text"/>
<input style="width:95%;" type="text"/>		<b>Gross Monthly Income</b>	<input style="width:95%;" type="text"/>
<i>Real Estate</i>		<b>EXPENSES</b>	
Location of Property    Type / Description of Property    Estimated Value		Monthly Living Expense	<input style="width:95%;" type="text"/>
Property 1	<input style="width:50%;" type="text"/>	Monthly Utilities Expense	<input style="width:95%;" type="text"/>
Property 2	<input style="width:50%;" type="text"/>	House Rent	<input style="width:95%;" type="text"/>
Property 3	<input style="width:50%;" type="text"/>	Education / Tuition Fees	<input style="width:95%;" type="text"/>
Other	<input style="width:50%;" type="text"/>	Loan Payments	<input style="width:95%;" type="text"/>
<i>Motor Vehicle</i>		Credit Card Payments	<input style="width:95%;" type="text"/>
Brand / Make    Type / Model    Year Acquired    Estimated Value		Insurance Premium Pay	<input style="width:95%;" type="text"/>
Vehicle 1	<input style="width:50%;" type="text"/>	Other Fixed Mo. Payments	<input style="width:95%;" type="text"/>
Vehicle 2	<input style="width:50%;" type="text"/>	Income Taxes	<input style="width:95%;" type="text"/>
Vehicle 3	<input style="width:50%;" type="text"/>	<b>Gross Monthly Expenses</b>	<input style="width:95%;" type="text"/>
<i>Other (equipment, machine, etc.)</i> _____		<b>Net Monthly Income / Net Disposable Income</b>	<input style="width:95%;" type="text"/>
Description    Quantity    Estimated Value			
<input style="width:95%;" type="text"/>			
<input style="width:95%;" type="text"/>			
<b>TOTAL ASSETS</b> _____	<input style="width:50%;" type="text"/>		
<b>LIABILITIES</b>			
<i>Loans and Credit Cards</i>			
Name of Bank/s and/or Financing Institution    Monthly Payment    Outstanding Balance			
<i>Cash / Salary</i>	<input style="width:50%;" type="text"/>		
<i>Auto Loan</i>	<input style="width:50%;" type="text"/>		
<i>Home Loan</i>	<input style="width:50%;" type="text"/>		
<i>Business Loan</i>	<input style="width:50%;" type="text"/>		
<i>Credit Card 1</i>	<input style="width:50%;" type="text"/>		
<i>Credit Card 2</i>	<input style="width:50%;" type="text"/>		
<i>Credit Card 3</i>	<input style="width:50%;" type="text"/>		
<b>TOTAL LIABILITIES</b> _____	<input style="width:50%;" type="text"/>		
<b>TOTAL NET WORTH</b> _____	<input style="width:50%;" type="text"/>		

**CERTIFICATION, AUTHORIZATION, AND UNDERTAKING**

I/We hereby certify that all information in this application, including all documents submitted along with this application, are genuine, true and correct, and I/we agree to notify Sterling Bank of Asia Inc. (A Savings Bank) ("SBA") of any material changes affecting the information contained herein or in the submitted documents. I/We fully understand that any misrepresentation or failure to disclose any pertinent or material information on my/our part as required in this application may cause the disapproval of the same and may be construed as an act to defraud SBA for which civil and/or criminal liability may be pursued against me/us.

Upon my/our execution and submission of my/our application, I/we bind myself/ourselves to the terms, conditions and policies of SBA, including but not limited to my/our liability for all charges, fees and obligations incurred. I/We further bind myself/ourselves to any other agreements that may be entered into with SBA.

I/We authorize SBA and/or its representatives to verify any and all information pertinent to this application and for this purpose, I/we hereby authorize SBA and/or its representatives to share or disclose to any person or entity any information or document which I/we have submitted or disclosed to SBA and/or its representatives in connection with my/our application. I/We understand that SBA may obtain further information concerning any information or statement made herein from appropriate sources, including but not limited to my/our previous and current employer/s, credit bureaus and agencies, banks, credit card companies and other financial institutions, relevant government agencies and barangay and/or homeowners' association of the village/subdivision where I/we reside. I/We hereby authorize full disclosure of any information to SBA by the aforementioned sources, and for this purpose, expressly waive my/our rights under applicable bank secrecy laws.

In case of disapproval of my/our application, I/we understand that SBA is not obligated to disclose the reasons for such disapproval.

My/Our signature/s on the loan documents indicate/s that I/We have carefully read, understood and consented to the terms and conditions therein. My/Our acceptance of the loan proceeds via SBA's ShopNPay Card, Manager's Check or credit to my/our account indicates that I/We have waived any and all objections to the terms and conditions of my/our loan.

**In the event of non-payment of any and all sums due resulting to my loan turning past due, or any occurrence of any of the events of default, SBA, in addition to the remedies available to it under any existing agreement and under applicable laws and regulations, is likewise authorized, at its discretion, to give due notice regarding the status and details of my loan account to my employer, to any responsible officer from my company, or to any member of my household. This authorization shall be in full force and effect as long as my loan with SBA remains in default and outstanding.**

I/We further certify that the proceeds of the loan, if this application is approved, will be used solely for the purpose stated in this application.

I/We also authorize SBA to conduct, through its representative accredited appraisers, an appraisal of any or all of the collaterals to be used for this loan. I/We understand that the appraisal report/s will be forwarded directly to SBA for its sole use only.

I/We have read and understood this agreement and I/we accept and agree to all of its terms and conditions. I/We enter into this agreement voluntarily with full knowledge of its effect.



Borrower's Signature  
Over Printed Name

Date



Spouse's / Co-Borrower's Signature  
Over Printed Name

Date

**AUTHORIZATION AND CONSENT FOR DATA PROCESSING**

I have read and understood the contents of the Privacy Notice of Sterling Bank of Asia Inc. (A Savings Bank) ("SBA") and hereby authorize and consent to its collection, processing, and sharing of my personal data as provided in the said Privacy Notice. Unless withdrawn earlier in writing, my authorization and consent will continue to be effective throughout the existence of my account(s), and/or until expiration of the retention limits set by applicable laws, by Bangko Sentral ng Pilipinas (BSP) regulations, and by Sterling Bank's policies and procedures.

**ADDITIONAL TERMS AND CONDITIONS**

**FEES AND CHARGES.** In connection with this loan, I/we agree to pay SBA the non-refundable sum of (Php \_\_\_\_\_) as application and processing fee. Upon approval of this loan application, I/we agree to pay the corresponding taxes, notarial fee and all other legal fees pertaining to the loan and the execution of annotation of mortgage.

**WARRANTY AS TO ADDRESSES AND CONTACT NUMBERS/DETAILS.** I/we warrant that the addresses (home, office and business) and the contact numbers/details (telephone, mobile/cellular phone, telex, facsimile, e-mail or other electronic means) which I/we provided to SBA are true, correct, accurate, existing and operational. I/we undertake and obligate myself/ourselves to promptly update, notify and inform SBA of any change in my/our addresses (home, office and business) and contact numbers/details (telephone, mobile/cellular phone, telex, facsimile, e-mail or other electronic means) provided and listed in the loan application form. In case my/our preferred billing address and/or contact number is not accessible, SBA has the right to use the other address/es and/or contact numbers/-details listed in the loan application form to communicate with me/us. Notwithstanding this provision, I/we hereby agree that: (a) any communication sent by SBA via ordinary mail to my/our preferred billing address shall be considered received by me/us upon expiration of ten (10) days from mailing; (b) any communication sent by SBA via registered mail to my/our preferred billing address shall be considered received by me/us upon expiration of five (5) days from date I/we received the first notice of the postmaster. Failure on the part of me/us to promptly update, notify and inform SBA of changes in my/our address and/or contact number/detail listed in the loan application within one (1) week from occurrence of such change is an event of default and shall make the loan due and demandable without need of demand or notice to me/us.

**CLIENT INSTRUCTIONS.** I/we authorizes SBA to rely upon and act in accordance with any notice, instruction or communication, which may, from time to time, be provided by me/us, or others on my/our behalf, using the contact numbers/details (telephone, mobile/cellular phone, telex, facsimile, e-mail or other electronic means) that I/we have provided, which notice, instruction or communication SBA believes, in good faith, to have been made by me/us, or upon my/our instruction and for my/our benefit. SBA shall be entitled to treat the notice, instruction or communication transmitted using my/our contact numbers/details as fully authorized by, and binding upon, me/us and to take such steps in connection with, or on reliance upon, the notice, instruction or communication as SBA may consider appropriate.

**SMS and E-MAIL NOTICES.** In addition to the above provisions, I hereby agree, allow and authorize SBA to send notices, instructions, alerts, reminders, and other relevant communications through short message service (SMS), otherwise known as "text messaging", and through e-mail concerning my loan and/or other account with SBA. I hereby hold SBA free and harmless against any and all liabilities, including, but not limited to, those relating to any violation of secrecy laws or regulations (if any), should third persons view or access my personal mobile / cellular phone and/or e-mail account. I agree that SBA has the option, but has no obligation, to send through SMS or e-mail notices, instructions, alerts, reminders, and other relevant communications pertaining to my loan or account with the bank. Furthermore, SBA does not guarantee the timely delivery or absolute accuracy of any SMS or text sent to me, which may be delayed or corrupted on account of technological disruptions caused by third party mobile service providers and other factors beyond the control of SBA.

**CREDIT INFORMATION SYSTEM ACT.** I/We understand that Republic Act No. 9510 (RA 9510) or the "Credit Information System Act" and its implementing rules and regulations require SBA, which I/we hereby authorize, to submit and disclose my basic credit data, as well as any regular update or correction thereof, to the Credit Information Corporation (CIC) for the purpose of consolidation and disclosure, as may be authorized by RA 9510. I/We further understand that my/our basic credit data may be shared with other lenders authorized by the CIC, and other credit reporting agencies duly accredited by the CIC, for the purpose of establishing my creditworthiness.

**COMPLAINTS HANDLING**

For complaints and concerns regarding the products and services of SBA, the client may call the Bank's Customer Service Helpline at (+632) 721-6000 or send an email to customer.service@sterling-bankasia.com. All complaints or concerns communicated to the Bank shall be treated with utmost confidentiality and urgency and shall be recorded, reviewed, and investigated on by the proper Bank officers. The Bank shall acknowledge receipt of the concern within two (2) calendar days from its receipt of the communication from the client. For concerns classified as simple, the Bank shall send its resolution to the client within nine (9) calendar days from receipt of the communication. If the concern is complex, the notice of resolution shall be made by the Bank within forty seven (47) calendar days from the date of receipt of the communication from the client. For this purpose, a concern is considered complex if its assessment, verification, or investigation requires the intervention of a third party. The Bank will notify the client if it needs additional time to resolve the concern and state the reason(s) therefor. In such case, the concern shall be resolved within forty five (45) calendar days from the date when the notice was given by the Bank to the client. The client may also communicate complaints and other concerns directly to the Bangko Sentral ng Pilipinas (BSP) Financial Consumer Protection Department by calling (+632) 708-7087 or by sending an email to consumeraffairs@bsp.gov.ph.

**Documentary Requirements**

**General Requirements**

- Accomplished Discovery Home Loan Application Form
- Photocopy of TCTs/CCTs offered as collateral
- Vicinity map, lot plan, tax declaration
- Tax clearance and RETRs
- Bill of materials / cost estimates and floor plans (for house construction/renovation/expansion)
- Copy of two (2) valid IDs
- Marriage contract (if married)
- Cash or check payment for appraisal fee payable to Sterling Bank of Asia
- Credit card / utility billing statements for the past three (3) months
- Statement of account (for loan take-out) and proof of payment of last three (3) amortizations
- Authority to appraise

**Post-approval Requirements**

- Insurance coverage on housing unit
- MRI on borrower
- Post-dated checks
- Submitted affidavit for mortgage of family home

**Additional Requirements for Self-employed**

- Business papers / permits / certificates (SEC, DTI, etc.)
- Three (3) years audited or BIR filed and in-house financial statements
- Accomplished basic business information
- Bank statements for the last three (3) months

**Additional Requirements for Employed Locally**

- Income Tax Return (ITR) for the past two (2) years
- ITR of co-maker (if applicable) or W-2/BIR Form 2316
- Original Certificate of Employment (COE) with compensation data and length of stay in company
- Two (2) months payslip

**Additional Requirements for Employed Overseas**

- Recent and active Certificate of Employment (COE) with salary and/or compensation data
- ITR (if any)
- Proof of remittance or allotment papers with beneficiary data
- Copy of job contract with duties and responsibilities
- Special Power of Attorney
- Proof of income (if any)

I/We have read and understood this agreement and I/we accept and agree to all of its terms and conditions. I/We enter into this agreement voluntarily with full knowledge of its effect.

 <div style="border: 1px solid black; width: 250px; height: 30px; margin: 5px auto;"></div>	<div style="border: 1px solid black; width: 100px; height: 30px; margin: 5px auto;"></div>	 <div style="border: 1px solid black; width: 250px; height: 30px; margin: 5px auto;"></div>	<div style="border: 1px solid black; width: 100px; height: 30px; margin: 5px auto;"></div>
Borrower's Signature Over Printed Name	Date	Spouse / Co-Borrower's Signature Over Printed Name	Date

**How did you learn about Discovery Home Loan?**

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Newspaper / Magazine | <input type="checkbox"/> Flyers / Leaflets / Brochures            | <input type="checkbox"/> Other Direct Mails           | <input type="checkbox"/> Broker / Developer: _____     |
| <input type="checkbox"/> TV / Radio           | <input type="checkbox"/> Posters / Streamers                      | <input type="checkbox"/> SBA Personnel: _____         | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Social Media         | <input type="checkbox"/> Website / Internet Ads / Online Search   | <input type="checkbox"/> Branch: _____                |  |
| <input type="checkbox"/> Email Advertising    | <input type="checkbox"/> Events / Exhibits / On-ground Activities | <input type="checkbox"/> SBA Client (referred): _____ |  |