



MEL-01750 (09-2022)

Republic of the Philippines SOCIAL SECURITY SYSTEM APPLICATION FOR HOUSING LOAN

APPLICATION NUMBER
(TO BE FILLED OUT BY SSS)

THIS FORM MAY BE REPRODUCED AND IS NOT FOR SALE. THIS CAN ALSO BE DOWNLOADED THRU THE SSS WEBSITE AT www.sss.gov.ph.

Please read the instructions, terms & conditions and checklist of requirements before filling out this form. Print all information in capital letters and use black or blue ink only.

PART I - TO BE FILLED OUT BY MEMBER-APPLICANT

A. PRINCIPAL APPLICANT'S INFORMATION

SS NUMBER	COMMON REFERENCE NUMBER (IF ANY)	DATE OF BIRTH (MMDDYYYY)	TAXPAYER ID NUMBER (IF ANY)
NAME (LAST NAME)	(FIRST NAME)	(MIDDLE NAME)	(SUFFIX)
SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	CIVIL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> OTHERS (PLEASE INDICATE) _____		
LOCAL ADDRESS (RM./FLR./UNIT NO. & BLDG. NAME)	(HOUSE/LOT & BLK NO.)	(STREET NAME)	(SUBDIVISION)
(BARANGAY/DISTRICT/LOCALITY)	CITY/MUNICIPALITY	(PROVINCE)	POSTAL CODE
TELEPHONE NO. (AREA CODE + TEL. NO.)	MOBILE/CELLPHONE NUMBER	E-MAIL ADDRESS	
FOREIGN ADDRESS (FOR OVERSEAS FILIPINO WORKER)			COUNTRY

B. SPOUSE OF PRINCIPAL APPLICANT'S INFORMATION (IF APPLICABLE)

SS NUMBER	COMMON REFERENCE NUMBER (IF ANY)	DATE OF BIRTH (MMDDYYYY)	TAXPAYER ID NUMBER (IF ANY)
NAME (LAST NAME)	(FIRST NAME)	(MIDDLE NAME)	(SUFFIX)
EMPLOYER NUMBER	TAXPAYER ID NUMBER	TYPE OF EMPLOYER <input type="checkbox"/> BUSINESS <input type="checkbox"/> HOUSEHOLD	
EMPLOYER NAME			

C. PRINCIPAL APPLICANT'S EMPLOYER INFORMATION (IF APPLICABLE)

EMPLOYER NUMBER	TAXPAYER ID NUMBER (IF ANY)	TYPE OF EMPLOYER <input type="checkbox"/> BUSINESS <input type="checkbox"/> HOUSEHOLD	
EMPLOYER NAME			
OCCUPATION/CURRENT POSITION			
EMPLOYER ADDRESS (RM./FLR./UNIT NO. & BLDG. NAME)	(HOUSE/LOT & BLK NO.)	(STREET NAME)	(SUBDIVISION)
(BARANGAY/DISTRICT/LOCALITY)	(CITY/MUNICIPALITY)	(PROVINCE)	(COUNTRY) POSTAL CODE
TELEPHONE NO. (AREA CODE + TEL. NO.)	E-MAIL ADDRESS	WEBSITE (IF ANY)	

D. LOAN PARTICULARS

AMOUNT APPLIED FOR Php _____	TERM (NO. OF YEARS) <input type="checkbox"/> 5 <input type="checkbox"/> 10 <input type="checkbox"/> 15 <input type="checkbox"/> 20 <input type="checkbox"/> 25 <input type="checkbox"/> Others _____
PURPOSE <input type="checkbox"/> 1 Purchase of house and lot, condominium unit or townhouse <input type="checkbox"/> 2 Construction of house on a lot owned by the borrower <input type="checkbox"/> 3 Repair/improvement of house owned by the borrower <input type="checkbox"/> 4 Assumption of an existing housing loan mortgage with SSS <input type="checkbox"/> 5 Purchase of a lot and construction thereon of a new house	TYPE OF LOAN <input type="checkbox"/> 1 Direct Housing Loan for OFW <input type="checkbox"/> 2 Direct Housing Loan for WOM <input type="checkbox"/> 3 House Repair/Improvement Loan <input type="checkbox"/> 4 House Repair/Improvement Loan (Disaster Related)

E. COLLATERAL/s

1. LAND TCT/CCT/OCT NO.	LOCATION	NAME OF OWNER/S	LOT AREA (SQ.M)
2. BUILDING <input type="checkbox"/> Existing <input type="checkbox"/> Proposed	DESCRIPTION		FLOOR AREA (SQ.M)
1. LAND TCT/CCT/OCT NO.	LOCATION	NAME OF OWNER/S	LOT AREA (SQ.M)
2. BUILDING <input type="checkbox"/> Existing <input type="checkbox"/> Proposed	DESCRIPTION		FLOOR AREA (SQ.M)

Please provide another sheet for additional collateral/s

Application for Housing Loan Page 1 of 4

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Republic of the Philippines SOCIAL SECURITY SYSTEM APPLICATION FOR HOUSING LOAN ACKNOWLEDGEMENT STUB

SS NUMBER/CRN (IF ANY)	NAME OF MEMBER (LAST NAME)	(FIRST NAME)	(MIDDLE NAME)	(SUFFIX)
RECEIVED BY				
SIGNATURE OVER PRINTED NAME		POSITION TITLE	DATE & TIME	BRANCH

TERMS AND CONDITIONS FOR SSS HOUSING LOAN

House Repair/Improvement Loan (Disaster Related)

The terms and conditions shall be based on the prevailing Circular on the Guidelines on the Assistance for SSS Members/Pensioners affected by calamity.

Direct Housing Loan for OFW/Direct Housing Loan for WOM/House Repair/Improvement Loan

I. ELIGIBILITY REQUIREMENTS

1. For Direct Housing Loan

Member must be a covered employee under WOM or an OFW member of SSS

For House Repair/Improvement Loan

Member must be a covered employee, self-employed, voluntary or OFW member of SSS

2. Must have at least 36 monthly total contributions of which 24 continuous contributions prior to filing of application
3. Age of member is not more than 60 years old at the time of application and must be insurable; Members aged 60 years old at the time of application will have a maximum loan term of 5 years
4. Member has not been previously granted an SSS housing loan
5. Member has not been granted final SSS benefits
6. Member and spouse are current in the payment of their other SSS loan/s, if any

II. MAXIMUM LOAN AMOUNT

Type of Loan	Maximum Loan Amount
Direct Housing Loan	Php 2-M
House Repair/Improvement Loan	Php 1-M

1. The loan amount shall be the lowest of the following:
 - Appraised value of collateral of at least 70% but not to exceed 90%;
 - Borrower's capacity to pay; or
 - Actual need of the borrower based on the contract to sell/scope of work and bill of materials as evaluated by the SSS
2. The maximum loan availment period is eight (8) months.
3. The loan proceeds may be released on a staggered basis but up to a maximum of six (6) tranches.

III. INTEREST RATES AND REPRICING

1. Interest Rates

Amount of Loan	Interest Rate
Up to Php 450,000.00	8.0% p.a.
Over Php 450,000.00 up to Php 1-M	9.0% p.a.
Over Php 1-M to Php 1.5-M	10.0% p.a.
Over Php 1.5-M to Php 2-M	11.0% p.a.

2. Repricing

Loans with a payment term of not more than 15 years shall bear a fixed interest rate. Loans with a payment term beyond 15 years shall bear a fixed interest rate only during the first 15 years of the loan term but shall be subject to re-pricing every five (5) years starting on the anniversary month of the 15th year. The interest rates shall be reviewable every six (6) months.

IV. PENALTY AND DEFAULT

The loan shall be charged a penalty of 1.5% of the amount due for every month of delay or a fraction thereof.

Loan default is defined as follows:

1. Failure by the borrower to pay SSS at least six (6) monthly loan amortizations (not necessarily consecutive) within a period of one year; or
2. Failure by the borrower to fully pay the loan arrears prior to resumption of payment or regular monthly amortization regardless of number of months in default in the payment of monthly loan amortization.

V. LOAN TERM

The maximum term of housing loans are as follows:

Program	Number of Years
Direct Housing Loan for Workers Organization Member (WOM)	30
Direct Housing Loan for Overseas Filipino Worker Loans (OFW)	15
House Repair/Improvement Loans	20

However, the loan term shall be subject to the following:

- The principal borrower's age shall not exceed 65 years old at the time of loan maturity; and
- The loan term shall not exceed the economic life of the building as determined by the SSS appraiser.

VI. PROCESSING FEE

The borrower shall be charged a processing fee equivalent to ½ of 1% of loan amount or Php 500.00, whichever is higher but not to exceed Php 3,000.00 to be deducted from the first loan release.

VII. INSURANCE COVERAGE

1. The housing loan account shall be covered by the following:
 - Mortgage Redemption Insurance
 - Fire and Earthquake Insurance
 - Philippine Guarantee Corporation, in the case of borrowers under the OFW/WOM Direct Financing Facility
2. The Insurance premiums shall be shouldered by the borrower for the duration of the loan.

VIII. COLLATERAL

1. The Transfer Certificate of Title/Original Certificate of Title/Condominium Certificate of Title issued by the Registry of Deeds shall be in the name of the principal borrower and free from liens and encumbrances.
2. For cases where the purpose of loan is the purchase of residential condominium unit prior to actual construction (pre-selling), other residential property acceptable to SSS shall be submitted as collateral to secure the loan.
3. The following are **not** acceptable as collateral:
 - Land type other than residential
 - Unit has less than 15 sq. meters floor area, in case of condominium
 - Land has less than 32 sq. meters lot area
 - Road right of way is less than 2.0 meters wide
 - Free/Homestead/Miscellaneous Sales Patent Titles

IX. PAYMENT MODE

1. Post-dated checks (PDCs) shall be the mode of payment for accounts under the following programs:
 - Direct Housing Loan for OFW
 - Direct Housing Loan for WOM
 - House Repair/Improvement Loan
2. Initial submission of PDCs shall be for the first 12 months and replenished every year thereafter until the account is fully paid.
3. For loans under other housing loan facilities, the existing approved payment channels shall also be used.
 - Post dated checks (OFW/TUM)
 - Any SSS accredited collecting partner/bank or SSS Office with tellering facility.

X. OTHER PROVISIONS

The terms and conditions contained in the guidelines and in the application form for the loan shall form part of the Mortgage Contract and any violation thereof shall constitute a breach of the Contract.

II. CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR HOUSING LOAN

SSS Receiving Personnel to check the appropriate box of each ID card/document presented/submitted and write any remarks if necessary.

Check loan applied for:

- 1. Purchase of House and Lot, Condominium Unit and Townhouse
- 2. Construction of house on a lot owned by the borrower
- 3. Repair/Improvement of house owned by the borrower
- 4. Assumption of an existing housing loan mortgage with SSS
- 5. Purchase of a lot and construction thereon of a new house

1	2	3	4	5	All documentary requirements submitted must be the original copy, unless otherwise stated. For photocopies, the member-borrower must bring the original copy for authentication.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Duly accomplished Application for Housing Loan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Certification issued by the barangay/local government unit/NDRRMC/DSWD (if disaster related) attesting that the house subject of the direct housing repair and/or improvement loan was destroyed/damaged by calamity.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Certificate of Loan Eligibility (For OFW/WOM only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Certification from POEA, DOLE, OWWA, SSS Foreign Representative Office/Philippine Embassy (For OFW only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Latest Contract of Employment (photocopy) (For OFW only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Certification of membership from trade union (original) (For WOM only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. For employed borrower, latest Income Tax Return [original and one (1) photocopy] and Certification of Employment and Compensation duly signed by the employer's SSS authorized signatory together with two (2) latest monthly pay slips. For Self-employed or Professional, Income Tax Returns and Financial Statements for the last three (3) years. [original and one (1) photocopy] For Overseas Filipino Workers, the Contract of Employment and Certification of Employment and Compensation duly authenticated by the Philippine Consulate or SSS Foreign Representative
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Certified true copy of the Original/Transfer/Condominium Certificate of Title (OCT/TCT/CCT) of the property.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Certified true copy of the updated Tax Declaration for the lot and improvement, if any or condominium unit with the current Official receipt of realty tax payment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. For Assumption of Mortgage, submit Deed of Sale with Assumption of Mortgage.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Lot/Location Plan prepared, signed & sealed by a licensed geodetic engineer. The plan should be prepared in a standard Bureau of Lands form (blueprint or whiteprint copy in 15" x 20" size) with the following: <ul style="list-style-type: none"> a. Sketch of the lot with description of its boundaries; b. Lengths and bearings of the tie line and sides of the lot; and c. Vicinity map with landmarks, street names and street pattern from the nearest major public road to the lot.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Consolidation-subdivision Survey Plan approved by the Land Registration Authority (LRA) or Department of Environment and Natural Resources - Land Management Bureau (DENR-LMB).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Complete set of building plans (blue/whiteprint copy in 20 inches by 30 inches size) approved by the Building Official with signature of the owner/applicant and signed and sealed by the respective professionals: Architectural Plans by the Architect/Civil Engineer, Structural Plans by Civil/Structural Engineer, Sanitary Plans by Civil/Sanitary Engineer and Electrical Plans by Electrical Engineer. For existing/completed houses, submit "as-built" building plans duly signed and sealed by registered architect/civil engineer with conformity of the
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Specifications and Bill of Materials and Labor signed and sealed by a registered architect/civil engineer with conformity of owner/applicant.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Scope of Works showing list of itemized works to be done according to priority, prepared and signed by the architect/engineer or owner/applicant. [original and one (1) photocopy]
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Building or Renovation Permit issued/approved by the Building Official with Locational Clearance, Electrical Permit, Sanitary/Plumbing Permit. [original and one (1) photocopy]
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Certificate of Structural Inspection signed and sealed by a registered civil/structural engineer with conformity of the owner/applicant.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Pictures of the property, the vacant lot or the lot and existing building; (front and one side, rear and other side, and the building interiors).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Contract to Sell and latest balance, if with lot balance (original) [for OFW/TUM]
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. For existing housing loan with the SSS under Joint Application (duplex unit), written conformity/consent of the joint applicant/co-owner mortgagor pertaining to this repair and/or improvement housing loan availment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. For condominium units the following should be submitted: <ul style="list-style-type: none"> a. Floor layout showing the location of the condominium unit within the given floor b. Vicinity map of the condominium building c. Pictures of the condominium building taken from the fronting street and interior of the condominium unit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Confirmation of completion and appraisal from Philippine Guarantee Corporation (PGC) (original) (For OFW/WOM only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Certificate of Acceptance duly signed by the borrower if house is 100% complete at the time of loan filing.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Certificate of Completion by the Applicant (for full or final release)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Certificate of Occupancy from Building Official.