



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TOURISM
PHILIPPINE RETIREMENT AUTHORITY



**CHECKLIST OF REQUIREMENTS
AS AN ACCREDITED RETIREMENT PROJECT / FACILITY
(RENEWAL)**

Name of Project / Facility: _____

Name of Developer: _____

- A. Updated Application Form;
- B. Updated Information Sheet;
- C. Authorization Letter for Representative;
- D. Latest Mayor's Permit;
- E. Latest Audited Financial Statements;
- F. Latest Income Tax Return;

- *Latest HLURB License to Sell in case Pre-Selling Project was not completed in accordance with the targeted date on the development plan.
- *Occupancy Permit in case previous accreditation was Pre-selling and turned Ready-for-Occupancy (RFO).

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- Ocular Inspection Report (to be provided by PRA)

Processed/Evaluated by:

Marketing Department

Date Completed: _____

Ocular Inspection Date: _____