

Reservation Requirements:

- ☐ 2 Government issued Identification Cards (with picture & signature)/ Passport for foreign Buyers
- ☐ Signed Reservation Agreement and Contract to Sell
- ☐ Signed Quotation Sheet
- ☐ Completely Filled-out Customer Information Sheet
- ☐ Reservation Fee (Cash, Check, Credit Card)

Acceptable ID: SSS, TIN, GSIS, Driver's License, Passport, PRC, IBP

To be submitted within 30 days from Reservation:

A. For Individual

- ☐ Photocopy of Marriage Contract (If Married)
- ☐ Proof of Billing (Electric, Water, Bank, Credit Card, etc)
- ☐ Tax Identification Number (BIR 1904 or Tin Verification Slip) if married for both Spouse
- ☐ Post Dated Checks (Except for Spot Cash)
- ☐ Proof of Income

B. For Corporation

- ☐ Certified true copy of Certificate of Registration from SEC/DTI
- ☐ Certified true copy of Articles of Incorporation and By-Laws
- ☐ Latest General Information Sheet (GIS)
- ☐ Certificate of Registration with BIR
- ☐ Secretary's Certificate authorizing the purchase and designated officers to sign documents related to the purchase
- ☐ Valid ID of the authorized representative
- ☐ Latest Audited Financial Statement/ITR
- ☐ Postdated checks (except for Spot Cash)

Additional Requirements that may be required:

- ☐ Special Power of Attorney
- ☐ Court Order of Finality (If separated / annulled)
- ☐ Affidavit of Support
- ☐ Affidavit of Former Filipino Citizen
- ☐ Others (ie. Deed of Undertaking)

For Buyers who intent to avail of financing from applicable institution such as Bank, HDMF (Pag-ibig) or other financing institution, documentary requirements of the financier must be complied separately.

Prepared by:

Deadline for Submission: _____

Project Specialist

Conforme: _____
Client