

## REQUIREMENTS CHECKLIST

Buyer's Name: \_\_\_\_\_

Blk/Lot: \_\_\_\_\_ Subdivision: \_\_\_\_\_

### Upon Reservation

- \_\_\_\_\_ 1. Properly accomplished Buyer's Information Sheet
- \_\_\_\_\_ 2. Photocopy of valid ID/government issued (*e.g. driver's license, passport, SSS, TIN, etc.*)
- \_\_\_\_\_ 3. Special Power of Attorney (SPA), (*if working abroad*)
- \_\_\_\_\_ 4. For Attorney-In-Fact, photocopy of valid ID card
- \_\_\_\_\_ 5. Signed Authorization letter for Meralco application
- \_\_\_\_\_ 6. Tax Identification Number (TIN)

### Bank Loan – Locally Employed or Working Abroad

- \_\_\_\_\_ 1. Properly accomplished Bank Application Forms (Provided by the developer)
- \_\_\_\_\_ 2. Certificate of Employment with Compensation or POEA Contract
- \_\_\_\_\_ 3. Photocopy of Marriage Contract, if applicable
- \_\_\_\_\_ 4. Latest Payslip (*6 months*)
- \_\_\_\_\_ 5. Photocopy of 2 valid government issued ID's
- \_\_\_\_\_ 6. Income Tax Return for the last two (2) years (for locally employed only)
- \_\_\_\_\_ 7. If working abroad or permanent resident abroad, Special power of attorney that needs to be consularized by the Phil. Embassy abroad.

### Bank Loan – Self Employed or Business Income

- \_\_\_\_\_ 1. Properly accomplished Bank Application Forms (Provided by the developer)
- \_\_\_\_\_ 2. Business Permits (DTI if sole proprietorship or Sec Registration for Corporation with articles of incorporators)
- \_\_\_\_\_ 3. Latest 6 months bank statement of business transactions
- \_\_\_\_\_ 4. Photocopy of ID of authorized Signatory with Secretary Certificate
- \_\_\_\_\_ 5. Income Tax Return and financial statement with BIR Stamp for the last three (3) years.

### In-House Financing

- \_\_\_\_\_ 1. Post dated Checks for monthly amortization and insurance payment
- \_\_\_\_\_ 2. Contract to Sell
- \_\_\_\_\_ 3. Proof of income of either buyer or spouse
- \_\_\_\_\_ 4. Properly accomplished MRI application form.

### Before Move-In

- \_\_\_\_\_ 1. Upon Loan Release /Take out, if bank financing.
- \_\_\_\_\_ 2. Upon signing of Inhouse Contract to sell and issuance of Post dated checks, if in-house financing.
- \_\_\_\_\_ 3. Payment of Move in fee for Electricity and Water connections
- \_\_\_\_\_ 4. Signed Authority to House Turn-Over Contracts.
- \_\_\_\_\_ 5. Move in Fee – **Project: Kathleen Place 4**

**Move in fee is P39,200.00**

**Inclusions: P30,000.00 (electric & water connection fees)**

**P5,000.00 ( 1 time membership fee)**

**P4,200.00 ( 1 year advance monthly dues P350/monthly**

**Note:** For advance preparation and proper turnover of your unit please advise us two (2) months before the schedule of your move-in.

Buyers Conformity:

\_\_\_\_\_  
Signature over Printed Name

Broker: \_\_\_\_\_

Seller: \_\_\_\_\_

Subd. \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Financing: \_\_\_\_\_ DP Terms \_\_\_\_\_

### BUYER'S INFORMATION SHEET

Date: \_\_\_\_\_

#### **PERSONAL DATA**

Name: \_\_\_\_\_ TIN No: \_\_\_\_\_ Mobile No. \_\_\_\_\_  
(Surname/ Given Name/ Middle Name)

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Tel No. \_\_\_\_\_

Nationality: \_\_\_\_\_ Marital Status: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Home Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### **EMPLOYMENT RECORD**

Name of Company: \_\_\_\_\_ Address: \_\_\_\_\_

Position: \_\_\_\_\_ Annual Salary: \_\_\_\_\_ No. of Years: \_\_\_\_\_

Tel No: \_\_\_\_\_ FAX No: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### **FAMILY DATA**

Father's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Tel No: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Tel No: \_\_\_\_\_

Mother's Maiden Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Spouse: \_\_\_\_\_ TIN No: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

If working, Name & Address of Employer: \_\_\_\_\_  
Position: \_\_\_\_\_ Annual Salary: \_\_\_\_\_

#### **DEPENDENTS/BENEFICIARY/IES**

	Name	Age	Relationship
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

#### **OTHER INCOME**

Source	Amount
_____	_____
_____	_____
_____	_____

#### **CREDIT REFERENCES (BANKS, CREDIT CARDS, CLUB MEMBERSHIP)**

Name	Card/Acct. No.
1. _____	_____
2. _____	_____
3. _____	_____

#### **PERSONAL REFERENCES (Not related to you)**

Name	Address & Tel No.
1. _____	_____
2. _____	_____
3. _____	_____

\_\_\_\_\_  
Signature

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