



REQUIREMENTS CHECKLIST



Project Name	Payment Option	Block	Lot	Model
Principal Buyer Family Name	First Name	Middle Name		
Spouse / Co-Owner (If Applicable) Family Name	First Name	Middle Name	Relationship	
Spouse / Co-Owner (If Applicable) Family Name	First Name	Middle Name	Relationship	
Spouse / Co-Owner (If Applicable) Family Name	First Name	Middle Name	Relationship	
Sales Executive / Sales Director / Broker Agent / Lead Broker:		Seller's Contact Number		

INITIAL REQUIREMENTS (Upon Reservation)

Requirements	Date Submitted:	Received by:	Remarks
1 Buyer's Information Sheet			
2 Signed Reservation Agreement			
3 Signed Computation Sheet			
4 Two (2) Government Issued IDs with 3 Specimen Signatures			
5 Proof of Billing			

FOR SUBMISSION WITHIN 30 DAYS

Requirements	Date Submitted:	Received by:	Remarks
1 TIN ID & Verified BIR 1904 Form			
2 Birth Certificate (For Single)			
3 Marriage Contract (For Married)			
4 Death Certificate (For Widowed)			
5 Court Order granting Legal Separation/Annulment/Decree of Divorce (For Separated)			
6 Three (3) pieces 1x1 I.D. Picture with Signature at the back			
7 HDMF Transaction I.D. / Membership Data Form			
8 Completed Post Dated Checks			

If Locally Employed

Requirements	Date Submitted:	Received by:	Remarks
1 Certificate of Employment with Compensation			
2 Latest ITR (BIR Form 2316)			
3 Proof of Income (at least 1 month)			

If OFW

Requirements	Date Submitted:	Received by:	Remarks
1 JOB Contract / Contract History			
2 Proof of Income (at least 1 Month)			
3 Attorney-in-Fact Two (2 Government Issued ID with Three (3) Specimen Signature)			
4 SPA (Notarized/Consularized, if applicable)			

If Self-Employed / Business Owners

Requirements	Date Submitted:	Received by:	Remarks
1 Audited Financial Statement and Official Receipt of Tax Payment			
2 Latest ITR with Original BIR Stamp Date Received			
3 Business / Mayor's Permit			
4 DTI Registration			
5 Latest Bank Statement (At least 6 Months)			

FOR CORPORATE BUYERS

Requirements	Date Submitted:	Received by:	Remarks
1 Secretary's Certificate			
2 Two (2) Valid IDs of Secretary's Certificate Signatory			
3 Latest General Information Sheet (GIS)			
4 Articles of Incorporation and By-Laws			
5 BIR Certificate of Registration			

Note: Requirements of additional documents is not limited to what is listed herein