



BUYER'S GUIDELINES
(REGULAR PURCHASE UNITS)

UNIT RESERVATION PROCESS

WHAT IS A RESERVATION AGREEMENT (RA)?

- RA is the **INITIAL AGREEMENT** between **GRAND LAND, INC. (Developer)** or its **Subsidiaries and the BUYER**.
- RA stipulates the details of the purchase: PROJECT AND UNIT TYPE, UNIT PRICE, TERMS OF PAYMENT, and STANDARD TERMS AND CONDITIONS.

RESERVATION FEE PAYMENT (RF)

- Payable in CASH or CHEQUE (See Modes of Payment).
- Payment must be made within 24 hours from the date of application of RA.

If online payment, send us complete info and copy of the PAYMENT TRANSACTION REPORT, FUND TRANSFER FORM, WIRE TRANSFER FORM, or the REMITTANCE SLIP to Admin Assistant as proof of payment via fax, scanned email attachment a [customerservice03.grandland@gmail.com/billing03.grandland@gmail.com/](mailto:customerservice03.grandland@gmail.com/billing03.grandland@gmail.com) send via a courier service to Grand Land Inc. GRC Showroom, Pres. Roxas St. Brgy. Kasambagan Cebu City, Cebu, Philippines, 8000.

RESERVATION DOCUMENTS

WHAT ARE THE BASIC REQUIREMENTS NEEDED TO RESERVE A UNIT?

- Submit all fully signed Initial Requirements needed to Developer Representative:
 1. Full Reservation Fee
 2. Completely Filled-out and Signed Letter of Intent (LOI), *if applicable*
 3. Completely Filled-out and Signed Reservation Agreement (RA)
 4. Completely Filled-out and Signed Buyer's Info Sheet (BIS)
 5. Sample Computation
 6. Clear copy of 1 Gov't issued ID with 3 specimen signatures. Submitted ID must not expire until 1 year from reservation date (*see list of acceptable IDs*)
 7. For Corporate Buyer: Clear copy of 1 Gov't issued ID with 3 specimen signatures of authorized person duly elected by corporation stated in the Secretary Certificate.
 8. Signed Buyer's Guidelines
 9. Original TIN Verification
 10. Clear Copy of BIR 2303 (if TIN is engage to business)
 11. Clear Copy of Birth Certificate (if single), Marriage Certificate (if married), Death Certificate (widow/widower), Legal Papers (**Court Order**) (Separated/Divorced);

Note: 2 original copies for any revisions

- Submit the following copies to Sales Admin Assistant (SAA) personally at the Sales Office or **GRC Showroom**, scanned email attachment or courier service.

VALIDITY OF RESERVATION

- The reservation is valid only for 30 Days from the date of agreement of the reservation fee payment.

CANCELLATION OF RESERVATION

IS THE RESERVATION FEE REFUNDABLE OR TRANSFERABLE TO ANOTHER UNIT OR PERSON?

- No, the reservation fee is non-refundable and non-transferable. This will be forfeited if no payments are made within 30 days after the date of reservation (this provision is stipulated under the Reservation Agreement), or the reservation will be cancelled.

BOOKING DOCUMENTS

WHAT DOCUMENTS ARE NEEDED TO COMPLETE THE SALE?

FOR INDIVIDUAL BUYER

1. Complete Reservation Documents as stated above;
2. Client-signed Final Computation Sheet issued by Documentation Department;
3. Signed Floor Plan/ Site Development Plan and Unit Layout;
4. Signed Contract to Sell (must be originally signed by the buyer/s, if signed by AIF must secure originally signed and notarized SPA);
5. Clear Copy of any Proof of Billing as Proof of Address (Authorization Letter and Valid ID of POB owner, if applicable)
6. Notarized Special Power of Attorney (SPA) for clients not residing in Cebu. *SPA of buyers who are out of the country, it must be authenticated by the Consul.* (Notarized SPA should be originally signed by the buyer/s);
7. 1 Gov't issued ID w/ 3 specimen signature of the SPA;
8. Complete Post-Dated Checks (PDC) as per Computation Sheet; (client must submit PDC w/in 30 days)

FOR CORPORATE BUYER

1. Corporate Secretary certificate must indicate the authorized representative has the authority to purchase the property
2. Complete Reservation Documents as Stated above
3. Client-signed Final Computation Sheet issued by Documentation Department
4. Signed Floor Plan/ Site Development Plan and Unit Layout
5. Signed Contract to Sell (CTS);
6. Business Registration/ Mayor's Business Permit.
7. 2 copies of Articles of Incorporation and by-laws (Notarized & Certified True Copy)



8. Latest audited Financial Statement
9. Business Income Tax Return (BITR)
10. Clear Copy of any Proof of Billing as Proof of Address
11. Complete Post-Dated Checks (PDCs) as required by the Developer (Refer to Final Computation Sheet)

Note: Booking requirements must be submitted within 30 days (Regular Purchase Scheme) from reservation date. Coordinate with Grand Land Inc. Sales Representative if not doable.

PAYMENT SCHEMES

WHAT ARE THE AVAILABLE PAYMENT TERMS OFFERED BY THE DEVELOPER?

1. Standard Terms (Regular Purchase Scheme) such as; Cash Term, Spot DP Term, Deferred Cash Term or DP, Step-up Term
2. Bank Financing- Applicable only to Developer's accredited financing institutions.
3. In-House Financing.

Reminder: First Equity Payment must be paid within 30 calendar days after the reservation fee is paid.

COMPLETE PAYMENT PROCESS

WHAT IS REQUIRED IN THE SETTLEMENT OF MY MONTHLY DOWN PAYMENT?

Regular Purchase Scheme

- Submit to GLI within 30 calendar days from reservation payment the complete number of postdated checks (PDCs) for the following- required pdcs for Monthly Amortization, Rem. Balance, 6% Transfer Charges, 2% Move-in fee for Unit and Parking.
- All PDCs must be CROSSED and made payable to the **Developer's name** or its subsidiaries as indicated in the computation sheet.
- Double-check the important details such as BANK ISSUER, ACCOUNT NAME, DATE, AMOUNT - in FIGURES, AMOUNT in WORDS, and SIGNATURE.

FINANCING

There are two available financing options for purchasing your unit:

Cash or External Financing:

- a. Bank
- b.

Based on the payment terms agreed upon in the Reservation Agreement or Contract to Sell (whichever is applicable), buyers are required to start paying the down payment 30 days after the reservation date.

Note: Buyers are required to issue post-dated checks. The company will provide an Endorsement Letter to our accredited banks, if necessary.

For BANK AND OTHER FINANCING OPTIONS

- Full payment of required Down payment
- Full payment of required Equity. The balance shall be applied through a Financing
- Letter of Guaranty (LOG) / Notice of Approval (NOA)
- Payment of Move-in fees
- Payment of Transfer Charges
- Signed documents for turnover
- Other pertinent documents required by Bank and other Financing Institutions

FOREIGN CURRENCY PAYMENT

CAN I PAY IN FOREIGN CURRENCY OR REMIT PAYMENT?

- Yes, Foreign currency denominated cash payments are accepted for spot or down payments only and will be credited to the Buyer's account as converted to Philippine Peso based on depository bank's rate on the date deposited/cleared.

All international Checks (US Checks only, others subject for approval) must be dated one month in advance.

UPGRADING & DOWNGRADING of UNIT PURCHASE

CAN I UPGRADE MY UNIT PURCHASE?

- Yes, submit a request letter to the Developer for approval. If approved, the buyer needs to execute a new agreement pertaining to the upgraded unit.

CAN I DOWNGRADE MY UNIT PURCHASE?

- No, developer does not allow downgrading of unit purchase.



AGREEMENT AUTHENTICATION

CONTRACT TO SELL (CTS)

- CTS will be notarized after 10% DP payment has been completed.

Note: Claim your notarized copy from the Developer by contacting the Customer Service Team of Grand Land Inc. or CTS will be mailed to your registered address.

- Buyer must affix SIGNATURE on each page of the document including the allotted BLANK portion on the last page.
- Signed CTS must be return immediately to GLI for notarization and consularized by Philippine Consulate Office for International Buyers.

WHEN DOES A UNIT PURCHASE BECOME PAST DUE?

- Accounts are considered past due under the following conditions, in relation to the settlement of the scheduled down payment/ amortization or balance payment:
 - *Non-starter/ Non-payment*
 - *Late payment*
 - *Short payment*
 - *Others – If delinquent for 2 consecutive months, a cancellation process is enforce.*

PAYMENT REFUND

WILL THERE BE REFUND OF PAYMENTS MADE IF I VOLUNTARILY WITHDRAW OR CONTINUED DEFAULT PAYMENT?

- All payments made shall be forfeited once purchase has been cancelled. However, if the buyer has paid at least two years, Maceda Law applies which entitles the buyer of a 50% refund from his payments.

REQUEST TO CHANGE

- Submit request letter to customerservice03.grandland@gmail.com for proper handling and for approval of management. Take note of the re-documentation charges applicable after approval of request.

TRANSFER OF TITLE AND TAX DECLARATION

- To expedite the transfer of the title and tax declaration to your name, please pay the real property tax for the aforesaid unit after the acceptance date. Once fully paid, Move-in Clearance will be generated as your gate pass to the community.

TURN-OVER OF THE PROPERTY

- For a smooth turn-over of the unit, settle all the outstanding balance to the developer- transfer fee, move-in fee, as necessary.

GRAND LAND INC. HOTLINES

- For more information, contact the Customer Service Team of Grand Land Inc. at customerservice03.grandland@gmail.com the following contact numbers: (032) 261-5614/ +63 9155135331.

I hereby certify that I have read and understand the conditions/ requirements above and I undertake to comply with all said requirements.

Should I be unable to submit the requirements on time, I understand that the preparation of my documents will likewise be delayed and may result to imposition of penalty charges from the time the payment becomes due to the Developer.

Client's Name

Agent's Name

Developer's Representative

(Note: All information stated are subject to change without prior Notice)