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## RESERVATION AND BOOKING REQUIREMENTS CHECKLIST FOR CORPORATE BUYER

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### Reservation & Booking Requirements of Client/s

Name of Client \_\_\_\_\_ Unit Code \_\_\_\_\_

Email Address \_\_\_\_\_ Mobile Number \_\_\_\_\_

Sellers Name \_\_\_\_\_ Mobile Number \_\_\_\_\_

#### Reservation Requirements;

- Completely Filled-out and Signed Reservation Agreement (RA) (2 copies)
- Completely Filled-out and Signed Buyer's Info Sheet (BIS) (2 copies)
- Sample Computation
- Clear copy of 1 Gov't issued ID with 3 specimen signature of authorized person duly elected by corporation stated in the Secretary Certificate.
- Signed Buyer's Guidelines
- Original TIN Verification
- Clear Copy of BIR 2303
- Clear Copy of Birth Certificate (if single), Marriage Certificate (if married), Death Certificate (widow/widower), Legal Papers (Court Order) (Separated/Divorced);
- Reservation Fee (Transaction Slip/ Deposit Slip/ Online Payment)

#### Booking Requirements;

- Corporate Secretary certificate must indicate the authorized representative has the authority to purchase the property. (2 Original copies)
- Client-signed Final Computation Sheet issued by Documentation Department;
- Signed Floor Plan/ Site Development Plan and Unit Layout;
- Signed Contract to Sell or Memorandum of Agreement (MOA) (must be originally signed by the AIF.
- Business Registration (latest).
- 2 copies of Articles of Incorporation and by-laws (Notarized & Certified True Copy)
- Latest audited Financial Statement.
- Business Income Tax Return.
- Clear Copy of any Proof of Billing as Proof of address.
- Complete Post-Dated Checks (PDCs) as required by the Developer (Refer to Final Computation Sheet).

*Endorsed by:*

*Checked by:*

*Received by:*

\_\_\_\_\_  
Sales Admin

\_\_\_\_\_  
OD Associate

\_\_\_\_\_  
Documentation Dept.