



DOCUMENTATION REQUIREMENTS

Date of Reservation : _____
Project : _____
Unit Code : _____ Parking Code (if any) : _____
Name of Buyer/s : _____
Clients Email Address : _____
Clients Contact Numbers : _____
Clients Facebook Messenger Account : _____
 Name of SPA Holder (if any) _____
 SPA Holder's Email Address _____
 SPA Holder's Contact Number _____
 Seller's Name _____
 Seller's Email Address _____
 Seller's Contact Number _____
 Realty Group _____
 Realty Contact Number & Email add _____
 Grand Land Sales Coordinator In-Charge : _____

The following requirements are needed for Reservation Process:

- Buyer's Information Sheet (BIS) (2 copies)
- Reservation Agreement (RA) (2 copies)
- Approved Computation
- Signed Floor Plan/Site Development Plan
- Original Verified Tax Identification Number (TIN)
- Clear Copy of BIR 2303 (if TIN is engage to business)
- Buyer's Guidelines (Signed by Buyer)
- Letter of Intent (LOI), if applicable
- Birth Certificate (if Single)
- Marriage Certificate (if Married)
- Death Certificate of Spouse if (widow/widower)
- Legal papers (Court Order) (Separated/Divorced)
- 1 Gov't issued ID with 3 specimen signature.
 - o For Corporate Buyer: Valid IDs of authorized person duly elected by the corporation stated in the secretary certificate
- Reservation Fee (**Transaction Slip/ Deposit Slip/ Online Confirmation**)

The following documents should be completed 30days after the Reservation Date for Booking Process

FOR INDIVIDUAL BUYER

- Complete Reservation Documents Stated Above
- Signed Contract to Sell (CTS) with Annexes
- Memorandum of Agreement (MOA) **(for RTO)**
- Complete Post Dated Checks (PDC) as per Computation Sheet
- Proof of Billing (POB)
- Notarized Special Power of Attorney (SPA) for Clients not residing in Cebu
- 1 Gov't issued ID of SPA Holder

Signature over Printed Name

FOR CORPORATE BUYER

- Complete Reservation Documents Stated Above
- Corporate Secretary Certificate (Indicated "Authority to Purchase") (2 original copy)
- BIR 2303
- Business Registration Permit (latest)
- 2 copies of Articles of Incorporation and by-laws (Notarized & Certified True Copy)
- Business Income Tax Return
- Latest Audited Financial Statement
- Contract to Sell (CTS) with Annexes
- Memorandum of Agreement (MOA) **(for RTO)**
- Complete Post Dated Checks (PDC) as per Computation Sheet
- Proof of Billing (POB)

SELLER'S REQUIREMENTS

- Valid IDs of Seller
 - Official Receipt of Seller
 - BIR 2303 of Seller
 - BIR Sworn Declaration of Seller
 - Outright Form if Applicable
 - Payee Form
- If Seller is without Official Receipt (O.R.)
- BIR 2303 of O.R.'s owner
 - Copy of Official Receipt
 - BIR Sworn Declaration of O.R.'s owner
 - Letter of Authorization
 - Broker's ID

 Signature over Printed Name

Note:

- o Requirements for Loan Application and Utilities Application are not yet included
- o All penalties will be imposed to the client or agent for the wrong TIN.
- o If buyer with NO TIN GLI will acquire with Php 2,000.00/TIN charge as processing fee and Php500.00 for client w/TIN but no verification.
- o SPA of buyers who are out of the country, it must be authenticated by the Philippine Consulate
- o Corporate Secretary certificate must indicate the authorized representative has the right to purchase the property
- o All units PDCs for Move-in fee, Transfer Charges & Balance are also required.
- o Original copy of RA, BIS, Final Computation Sheet, Floor Plan, TIN, Contract, SPA & Promissory Note must be completed & submitted