



**RESERVATION AND BOOKING REQUIREMENTS
CHECKLIST
FOR INDIVIDUAL BUYER**

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 signatures. Submitted ID must not expire until 1 year from reservation date.
- Signed Buyer's Guidelines
- Original TIN Verification
- Clear Copy of BIR 2303 (if TIN is engage to business)
- 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;

- 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 buyer/s, if signed by AIF must secure originally signed and notarized SPA);
- Clear Copy of any Proof of Billing as Proof of Address (Authorization Letter and Valid ID of POB owner, if applicable)
- 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. (SPA should be originally signed by the buyer/s);
- Clear copy of 1 Gov't issued ID w/ 3 specimen signature of the SPA;
- 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.