

HTLAND, INC.	
BUYER'S NAME:	
PROJECT NAME:	DATE OF RESERVATION:
PHASE NAME/TOWER:	FLOOR/UNIT NUMBER:
LIST OF REQUIREMENTS	

DATE SUBMITTED	RECEIVED BY
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I. INITIAL REQUIREMENTS (TO BE SUBMITTED UPON RESERVATION)

<input type="checkbox"/>	1 Reservation Fee		
<input type="checkbox"/>	2 Signed Reservation Agreement (RA)		
<input type="checkbox"/>	3 Signed Quotation Sheet/ Payment Terms (Annex A to RA)		
<input type="checkbox"/>	4 Completely Filled-out Customer Information Sheet		
<input type="checkbox"/>	5 Tax ID Number (photocopy of any of the following: TIN ID, ITR, F2316) OR F1904/F1905 & other BIR forms indicating correct TIN		
<input type="checkbox"/>	6 2 Government-issued IDs* (with legible signature and photo)/ Passport for Foreign Buyers (Principal/Spouse/Co-Borrower)		

*Acceptable ID: SSS, TIN, GSIS, Driver's License, Passport, PRC, IBP, Postal, Voter's ID

II. STANDARD REQUIREMENTS (TO BE SUBMITTED W/IN 30 DAYS FROM RESERVATION DATE)

A. For Individual

<input type="checkbox"/>	1 Photocopy of Marriage Contract (if married)		
	2 If transacting thru an Attorney-in-Fact:		
<input type="checkbox"/>	a) Two (2) original copies of Special Power of Attorney, specific to the unit and project bought, duly notarized or consularized.		
<input type="checkbox"/>	b) Photocopy of any valid government-issued ID of AIF, with legible signature and photo.		
<input type="checkbox"/>	3 Certified True Copy of Court Finality (if marriage was annulled or if there is separation of property between couples)		
<input type="checkbox"/>	4 Consularized/Authenticated Decree of Divorce - for divorced buyers		
<input type="checkbox"/>	5 Widow - photocopy of death certificate of the deceased spouse		
<input type="checkbox"/>	6 Proof of Billing (electric, water, bank, credit card, etc.)		
<input type="checkbox"/>	7 Post-dated checks		

B. For Corporation

<input type="checkbox"/>	1 Two (2) certified true copies of the following:		
<input type="checkbox"/>	a) SEC Certificate of Registration		
<input type="checkbox"/>	b) Articles of Incorporation		
<input type="checkbox"/>	c) By-Laws		
<input type="checkbox"/>	2 Latest General Information Sheet (GIS)		
<input type="checkbox"/>	3 Certificate of Registration with BIR		
<input type="checkbox"/>	4 Two (2) original copies of Board Resolution or Secretary's Certificate authorizing the purchase of the specified property and; designating and appointing the officer authorized to sign any and all documents in behalf of the corporation.		
<input type="checkbox"/>	5 Photocopy of any valid government-issued ID of the authorized officer, with legible signature and photo.		
<input type="checkbox"/>	6 Photocopy of latest Community Tax Certificate of the corporation.		
<input type="checkbox"/>	7 Latest Audited Financial Statement/ ITR		
<input type="checkbox"/>	8 Post-dated checks		

Additional Requirements that may be required (if applicable):

<input type="checkbox"/>	1 Affidavit of Support		
<input type="checkbox"/>	2 Deed of Undertakings/Others:		
<input type="checkbox"/>	_____		
<input type="checkbox"/>	_____		
<input type="checkbox"/>	_____		

I have read and understood the list of requirements which I need to submit to **HTLand, Inc.** on or before the required due dates.

*To be accomplished in two (2) copies:
(1) Client's Copy (2) HTLand, Inc. Copy

BUYER'S SIGNATURE OVER PRINTED NAME