

To: _____

Date: _____

With regards to your intention to purchase Phase ____, Bldg., ____, Cluster ____, Flr. ____, Unit ____, of _____, the following are the requirements together with the schedule of your obligations to the developer, PPHC. Please comply with the schedule to avoid cancellation of your reservation.

CHECKLIST OF REQUIREMENTS & SCHEDULE OF ACTIVITY

	Date Submitted	CASH	HDMF			IN-HOUSE			BANK		
			Locally-Employed	Self-Employed	OFW	Locally-Employed	Self-Employed	OFW	Locally-Employed	Self-Employed	OFW
DAY 1 - CONDITIONAL RESERVATION											
Payment of Reservation Fee (P15,000.00) - MRB		•	•	•	•	•	•	•	•	•	•
Payment of Reservation Fee (P20,000.00) - HRB		•	•	•	•	•	•	•	•	•	•
Payment of Conditional Reservation Fee (P10,000.00) - Parking (if any)											
Buyer's Information Sheet (BIS) - Fully Accomplished		•	•	•	•	•	•	•	•	•	•
Signed Reservation Agreement		•	•	•	•	•	•	•	•	•	•
Signed Checklist of Requirements		•	•	•	•	•	•	•	•	•	•
Latest One Month Payslip / 6mos. Vouchers / 6mos. Remittance			•		•	•		•			•
Photocopy of Valid Passport - with latest entry & exit date in PH - where necessary					•			•			•
Photocopy of Valid Passport - with latest entry & exit date in PH - spouse					•			•			•
Photocopy of Company ID with picture & signature			•	•		•	•		•	•	
Copy of Gov't Issued ID with picture & signature		•	•	•		•	•		•	•	
Copy of Gov't Issued ID with picture & signature - spouse, if married		•	•	•		•	•		•	•	
Copy of 2-Years Audited Financial Statements				•			•			•	
Copy of 2-Years Annual Income Tax Return with Tax payment receipts				•			•			•	
CREDIT EVALUATION											
Notarized Certificate of Employment & Compensation (CEC)			•			•			•		
Note on CEC: _____											
Photocopy of Latest BIR Form 2316 yr ____			•			•			•		
Photocopy of valid Job Contract or Certificate of Employment & Compensation					•			•			•
Up-to-date PAG-IBIG Overseas Program Passbook (POP)					•						•
With at least 24-months HDMF contribution or copy of Pag-Ibig Fund Receipt			•	•							
Acknowledgment slip for Membership Status Verification Slip (MSVS) Counseling			•	•							
Valid Mayor's Permit				•				•			•
Valid DTI Registration Certificate				•				•			•
Certified true copy of latest Annual Income Tax Return with original receipt								•			•
Copy of company profile or copy of general information sheet - where necessary								•			•
Bank Statements - latest six (6) months (if necessary)			•	•	•	•	•	•	•	•	•
One (1) mo. latest billing statement (utilities)		•	•	•	•	•	•	•	•	•	•
Copy of Birth certificate		•	•	•	•	•	•	•	•	•	•
Copy of Birth certificate - spouse, if married		•	•	•	•	•	•	•	•	•	•
Copy of Marriage Certificate - if married		•	•	•	•	•	•	•	•	•	•
FULL DOCUMENTATION											
Signed Documents		•	•	•	•	•	•	•	•	•	•
Filled-out mortgage redemption insurance (MRI) application form			•	•	•	•	•	•	•	•	•
Filled-out MRI/ Fire Insurance application Form						•	•	•	•	•	•
Filled-out RCBC/SBC/BDO Housing Loan Application Form								•	•	•	•
Signed Credit Information Authorization Form - RCBC/SBC/BDO								•	•	•	•
Three (4) pcs. 1x1 size ID pictures			•	•	•	•	•	•	•	•	•
Three (4) pcs. 1x1 size ID pictures - spouse, if married			•	•	•	•	•	•	•	•	•
Copy of Taxpayer ID number (TIN) card/Application form w/ authorization letter		•	•	•	•	•	•	•	•	•	•
Copy of TIN card/Application form w/ authorization letter - spouse, if married		•	•	•	•	•	•	•	•	•	•
Notarized special-power of attorney (SPA) [Four (4) copies] or Consularized SPA					•			•			•
(One (1) consularized copy, three (3) copies with original signature)					•			•			•
Executed by borrower or by spouses, if married (where necessary)					•			•			•
Copy of Gov't Issued ID with picture and signature - attorney-in-fact (where necessary)					•			•			•
FINANCIAL REQUIREMENTS											
Signed Computation Sheet		•	•	•	•	•	•	•	•	•	•
Cash or Post-dated Checks for Net Contract Price		•									
Cash or Post-dated Checks for Condominium dues		•									
Cash or Post Dated Checks for Parking Fee - if any											
Cash or Post Dated Checks for Net Contract Price for Parking and parking dues - if any											
Post Dated Checks for ___% DP (or cash payment)						•	•	•	•	•	•
Post Dated Checks for ___% Bal. (or cash payment) w/condo & parking dues & MRI						•	•	•	•	•	•
One (1) month upgrading fee for HDMF contribution			•	•							
Three (3) months upgrading fee for HDMF contribution											•
12-undated checks for HDMF monthly amortization											•
24-undated checks for HDMF monthly amortization and condominium dues			•	•							
24-undated checks for condominium dues											•
Post-dated check/s for the Equity			•	•	•						

Issued by: _____

Buyer's Conforms: _____

Date: _____

Date: _____