



## **CHECKLIST OF REQUIREMENTS FOR PURCHASE OF PROPERTY:**

### **BUYER'S BASIC RESERVATION REQUIREMENTS (Individual Buyer/s):**

1. Fully filled-out Reservation Agreement Form
2. Photocopy of 2 valid government I.D. or Passport with 3 specimen signatures (both Spouses/Co-Buyers)
3. Photocopy of Birth Certificate
4. Photocopy of Marriage Certificate or CENOMAR
5. Fully filled-out BIR Form 1904 (for TIN validation / Application; both Spouses/Co-Owners)
6. Income Tax Return (ITR) or Bank Statement (latest 3 months) or Certificate of Employment (declaring years of service, pay/salary/income & contact details of HR with latest 3 months pay slip)
7. Photocopy of Proof of Billing for mailing address indicated in the Reservation Agreement Form (latest; or with certification and valid I.D. of landlord if renting)
8. Postdated Checks

### **CORPORATE ACCOUNT (If Buyer is under a Corporation):**

1. 2 sets of Original Certified True Copies from SEC of the following:
  - a. Certificate of Registration
  - b. Articles of Incorporation / Partnership
  - c. By-Laws
  - d. General Information Sheet (updated list of stockholders & its position)
2. Photocopy of current year's Community Tax Certificate (CTC)
3. 2 Original copies of NOTARIZED Certification of the Corporation at least 60% of Filipino Ownership
4. 2 Original copies of NOTARIZED Resolution of Board of Governors / Directors / Trustees of Secretary's Certificate
5. Photocopy of 2 valid government I.D. or Passport with 3 specimen signature of the following:
  - a. Authorized Signatory of the Corporation
  - b. Corporate Secretary
6. Fully filled-out BIR Form 1904 of
  - a. Authorized Signatory of the Corporation
  - b. Corporate Secretary
7. BIR Form 2303 (corporation)
8. Photocopy of Proof of Billing for mailing address indicated in the Reservation Agreement Form (latest)