

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

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 Term Sheet (Annex A to RA)		
<input type="checkbox"/>	4 Completely Filled-out and Signed 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 Two (2) Government-issued IDs* (with legible signature and photo) for Principal, Co-Buyer/s and Spouse (if Spouses Account)		

\*Acceptable ID: SSS, TIN, GSIS, Driver's License, Passport, PRC, IBP, Postal, Voter's ID  
**Note:** Passport is required for Foreign Buyers plus one (1) Additional Supporting 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 (AIF):		
<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/er - 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 Complete Post-dated Checks		
<input type="checkbox"/>	8 Proof of Income (see list on next page)		

**B. For Corporation**

	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 (CTC) of the Corporation		
<input type="checkbox"/>	7 Latest Audited Financial Statement/ ITR		
<input type="checkbox"/>	8 Complete Post-dated Checks		
<input type="checkbox"/>	9 Proof of Income (see list on next page)		

**Additional Requirements that may be required (if applicable):**

<input type="checkbox"/>	1 _____		
<input type="checkbox"/>	2 _____		
<input type="checkbox"/>	3 _____		

I / We 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**

<b>HTLAND, INC.</b>
<b>PROOF OF INCOME</b>

**FOR EMPLOYED BUYERS:**

- 1) Photocopy of the Latest Income Tax Return (ITR) duly stamped as received by the Bureau of Internal Revenue (BIR) or by the Bank “**OR**” Certificate of Compensation Payment / Tax Withheld for Compensation Payment With or Without Tax Withheld (BIR Form 2316) signed by the Employer’s Authorized Representative
  
- 2) Plus, any of the following:
  - Latest Full-Month’s Pay Slip/s (within last 3 months)
  
  - Original Certificate of Employment or Contract of Employment (for OFW) indicating status, service tenure and compensation breakdown
  
  - Recent Credit Card Billing Statement/s

**FOR SELF-EMPLOYED BUYERS, CORPORATIONS:**

- 1) Photocopy of the Latest Income Tax Return (ITR) duly stamped as received by the Bureau of Internal Revenue (BIR) or by the Bank
  
- 2) Photocopy of the Latest Audited Financial Statements (AFS) for at least two (2) years duly stamped as received by the Bureau of Internal Revenue (BIR) or by the Bank
  
- 3) Photocopy of registration of Business Name
  - Single Proprietorship: DTI Registration
  - Partnership / Corporation: SEC Registration

**NOTES:**

- 1) For **Foreign Nationals** and **Overseas Filipino Workers (OFW)**, please submit equivalent of the above-mentioned documents.
  
- 2) For **Foreign Nationals**, please submit the following:
  - Alien Certificate of Registration (ACR) or Immigrant Certificate of Registration (ICR) or ACR – iCard
  - Valid VISA and Work Permit