

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 Term Sheet (Annex A to RA)		
<input type="checkbox"/>	4 Completely Filled-out and Signed Buyer 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)		
<input type="checkbox"/>	7 For Accounts with Authorized Representative/Attorney-in-Fact: - For Individual Buyer: Signed Buyer's Authorization Letter & Photocopy of any valid Government-issued ID of the Representative (with legible signature and photo) - For Corporate Buyer: 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 & Photocopy of any valid Government-issued ID of the Authorized Officer (with legible signature and photo)		

*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 Photocopy of latest Community Tax Certificate (CTC) of the Corporation		
<input type="checkbox"/>	5 Latest Audited Financial Statement/ ITR		
<input type="checkbox"/>	6 Complete Post-dated Checks		
<input type="checkbox"/>	7 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