



HTLAND, INC.
LIST OF RESERVATION REQUIREMENTS

HTL-FORM-RR-2022-V1

BUYER'S NAME:	
PROJECT NAME:	RESERVATION DATE
PHASE/TOWER:	FLOOR/UNIT NUMBER

I. INITIAL REQUIREMENTS (TO BE SUBMITTED UPON RESERVATION)

- 1 Reservation Fee
- 2 Signed Reservation Agreement (RA)
- 3 Signed Quotation Sheet/ Payment Terms (Annex A to RA)
- 4 1 Government-issued ID* (with legible signature and photo) (see options)
- 5 Screenshot/photograph of the face-to-face contact
- 6 Proof of TIN for accounts with payment scheme: spotcash 20% or more
- 7 Signed List of Reservation Requirements
- 8 Completely filled-out and signed Buyer Information Sheet

DATE SUBMITTED	RECEIVED BY

Additional documentary requirements for Foreign Buyer

- 1 valid passport

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Additional documentary requirements for Corporations

- 1 TIN of the corporation
- 2 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
- 3 Photocopy of any valid Government-issued ID of the Authorized Officer (with legible signature and photo)

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Additional requirements for Accounts with Authorized Representative:

- 1 Signed Buyer's Authorization Letter (2) original copies
- 2 Photocopy of any valid Government-issued ID of the Representative

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

A. For Individual

- 1 1 Additional supporting ID
- 2 Proof of Billing (electric, water, bank, credit card, etc.)
- 3 Tax ID Number of all the Buyer's listed in the Reservation agreement (photocopy of any of the following: TIN ID, ITR, F2316)
- 4 Married/Spouses - Photocopy of Marriage Contract
Annulled or if there is separation of property between couples - Certified True Copy of Court Finality
Divorced buyers - Consularized/Authenticated Decree of Divorce
Widow - photocopy of death certificate of the deceased spouse
- 5 Complete Post-dated checks (except for Foreigner and Buyer based abroad)
- 6 Declaration and 2 additional Proof of Income documents (if applicable) (see options)

B. For Corporation

- 1 Two (2) certified true copies of the following:
 - a) SEC Certificate of Registration
 - b) Articles of Incorporation
 - c) By-Laws
- 2 Latest General Information Sheet (GIS)
- 3 Certificate of Registration with BIR
- 4 Photocopy of latest Community Tax Certificate of the corporation
- 5 Latest Audited Financial Statement or Latest ITR
- 6 Complete Post-dated checks (except for foreign corporation)
- 7 Declaration and 2 additional Proof of Income documents (if applicable) (see options)

Additional Requirements that may be required (if applicable):

- 1 Affidavit of Support
- 2 Deed of Undertakings/Others:
- 3 Additional requirement that HTLand, Inc. deemed necessary to proceed with the reservation

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.

Submission due date: _____

*To be accomplished in two (2) copies:

(1) Client's Copy (2) HTLand, Inc. Copy

BUYER'S PRINTED NAME

SIGNATURE