



**HTLAND, INC.**  
**LIST OF RESERVATION REQUIREMENTS**

**HTL-FORM-RR-2022-V2**

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

**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 (photocopy of any of the following: TIN ID, ITR, F2316, 2303)
  - Individuals with payment scheme classified as deferred sale
  - Individuals whose TIN is used in trade/business (submit BIR form 2303)
  - Corporation
- 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 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
- 2 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 SIGNATURE OVER PRINTED NAME



**Additional requirements**

**HTL-FORM-RR-2022-V1**

**List of banks where the Buyer maintained an account**

Bank Name	Bank's address

Any TWO (2) of the following Income Documents

- For employed Buyer:**
- Latest ITR
- Certificate of Compensation Payment/Tax Withheld For Compensation Payment With or Without Tax Withheld (BIR 2316)
- Latest full month payslip
- Certificate of Employment/contract of employment with status, tenure and salary
- Bank statement (latest 3 months)
- Bank statement of parents or any family member supporting the buyer (latest 3 months)
- proof of remittances/allotment slip

**For self-employed/Sole Proprietor:**

- Latest ITR
- Bank statement (latest 3 months)
- Latest Audited Financial Statement
- DTI registration
- Bank statement of parents or any family member supporting the buyer (latest 3 months)
- proof of remittances/allotment slip

**For Corporation:**

- Latest ITR
- Bank statement (latest 3 months)
- Latest Audited Financial Statement

**DECLARATION**

I hereby authorize HTLand, Inc. to collect and process the data indicated herein in compliance with RA. 9160, AMLA, as amended. I understand that my personal information is protected by R.A. 10713, Data Privacy Act of 2012, and that I am required by AMLA to provide truthful information hereof.

I hereby declare that the above provided information and documents are true, correct and complete pursuant to the provisions of pertinent laws, rules, and regulations of the Republic of the Philippines. I further understand that any false information shall be subject to legal consequences and I hold HTLand, Inc. and its subsidiaries, affiliates, related parties, and agents free and harmless from any complaint, suit, or damages which any party may file or claim in relation to my execution of this Declaration.

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BUYER'S SIGNATURE OVER PRINTED NAME



## PROOF OF INCOME DOCUMENTS

Any TWO (2) of the following Income Documents

- For employed Buyer:**
- Latest ITR
- Certificate of Compensation Payment/Tax Withheld For Compensation Payment With or Without Tax Withheld (BIR 2316)
- Latest full month payslip
- Certificate of Employment/contract of employment with status, tenure and salary
- Bank statement (latest 3 months)
- Bank statement of parents or any family member supporting the buyer (latest 3 months)
- proof of remittances/allotment slip

**For self-employed/Sole Proprietor:**

- Latest ITR
- Bank statement (latest 3 months)
- Latest Audited Financial Statement
- DTI registration
- Bank statement of parents or any family member supporting the buyer (latest 3 months)
- proof of remittances/allotment slip

**For Corporation:**

- Latest ITR
- Bank statement (latest 3 months)
- Latest Audited Financial Statement



## LIST OF ACCEPTABLE ID

### **For Local Buyers:**

- Social Security System ID (SSS)
- Taxpayer Identification Number ID (TIN)
- Government Service Insurance System ID (GSIS)
- Driver's License
- Passport
- Professional Regulation Commission ID (PRC)
- Integrated Bar of the Philippines ID (IBP)
- Postal ID
- Voter's ID
- Senior Citizen
- Unified Multi-Purpose ID (UMID)
- License To Own and Possess Firearm (LTOPF)
- MARINA ID - Maritime Industry Authority ID
- Seafarer's Record Book
- Other IDs to be accepted by managements discretion

### **For Foreign Buyers:**

- Passport is required
- One (1) Additional Supporting ID (Upon request)

Note: National ID can be accepted as supporting ID