



SET B - Booking Requirements

(to be submitted within Forty-five (45) Calendar Days from Official Reservation Date)

Individual Buyer:

1. Tax ID Number (photocopy of any of the following: TIN ID, ITR, F2316/F1904/F1905/F2303) ☐
subject to verification of SAG
2. If Buyer is transacting thru an Attorney-in-Fact (AIF), Two (2) original copies of Special Power of Attorney, specific to the Unit and Project bought, duly notarized or if applicable, consularized
3. Proof of Billing (i.e. electric, water, bank, credit card)
 - If POB is named under a third party, Lease Contract or Letter of Confirmation from the Lessor is required.
 - If the Mailing Address is an Office Address, Certificate of Employment with Company Letterhead and Office Address.
4. Original signed Official Payment Term Sheet
5. Payment Undertaking
6. At least 10% of TCP is covered by Cleared Payments or PDCs/Auto Debit Arrangement (ADA)
7. Verified Tax ID Number c/o SAG
8. Other Booking Requirements (if applicable):
 - Marriage Certificate for Married Buyers
 - Death Certificate of the deceased Spouse and Marriage Certificate for Widowed Buyers
 - Certified True Copy of Court Finality (if marriage was annulled or if there is separation of property between couples)
 - Consularized (if applicable)/Authenticated Decree of Divorce for Divorced Buyers

For OFW Buyers:

- a. Photocopy of Latest Job Contract or Employment Certificate
- b. Photocopy of Passport (all pages)

9. Income Documents

For Employed:

- Latest 2 months pay slips **or** bank statement **or** Certificate of Employment (COE)
***For Both Local & International**
- Latest 1 year Income Tax Return (ITR)

For Self-Employed:

- DTI Permit and Business Permit **or** Certificate of Registration (COR)
***For Both Local & International**
- Income Tax Return (ITR) / BIR Form 1701 (for the past 3 years)

For OFW Direct Hired:

- Latest 2 months pay slips or Bank Statement **or** Certificate of Employment (COE) **or** Latest issued Job Contract

For Professionals:

- Latest bank statements (for the past 6 months) **or** Certificate of Employment (COE)
If income is based on commission, proof of income at least 1 year
- Income Tax Return (ITR) / BIR Form 1701 (for the past 3 years)

***Note:** SM/SD to seek approval if buyer cannot provide all income documents

10. Bank Application Form, preferred BPI, RCBC, UB, BPI, CBC (**applicable to Lime Units Only**)



Corporate Buyer:

1. Two (2) Securities and Exchange Commission (SEC) certified true copies of the following:
 - a. SEC Certificate of Registration
 - b. Articles of Incorporation and By-Laws with Board Resolution
2. Latest and Updated SEC General Information Sheet (GIS)
3. Photocopy of Latest Business Permit
4. At least 10% of TCP is covered by Cleared Payments or PDCs/Auto Debit Arrangement (ADA)
5. 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