

Client Name: _____

CHECK LIST OF REQUIREMENTS

- ☐ 1. Photocopy of Valid ID with 3 Signature
- ☐ 2. Proof of Income/COE/ Payslip 2 Month
- ☐ 3. TIN Number
- ☐ 4. E-mail Address
- ☐ 5. Photocopy of Birth Certificate (if Single)
- ☐ 6. Photocopy of Marriage Contract (if Married)
- ☐ 7. Special Power of Attorney (SPA) if not the Actual Buyer (Trustee)
- ☐ 8. Post dated check (PDC)
- ☐ 9. Buyer's Information Sheet
- ☐ 10. Computation
- ☐ 11. Reservation Agreement
- ☐ 12. Offer to Buy
- ☐ 13. Data Privacy Consent Form
- ☐ 14. Letter of Intent to Purchase

Verified by: _____

Date: _____

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