

PHINMA PROPERTY HOLDINGS CORPORATION (PPHC)

To: _____

Date: _____

With regards to your intention to purchase Phase____, Bldg., _____, Cluster____, Flr.____, Unit____, of _____, the following are the requirements together with the schedule of your obligations to the developer, PPHC. Please comply with the schedule to avoid cancellation of your reservation.

CHECKLIST OF REQUIREMENTS & SCHEDULE OF ACTIVITY

	Date Submitted	CASH	HDMF			IN-HOUSE			BANK		
			Locally-Employed	Self-Employed	OFW	Locally-Employed	Self-Employed	OFW	Locally-Employed	Self-Employed	OFW
DAY 1 - CONDITIONAL RESERVATION											
Payment of Reservation Fee (P15,000.00) - MRB		•	•	•	•	•	•	•	•	•	•
Payment of Reservation Fee (P20,000.00) - HRB		•	•	•	•	•	•	•	•	•	•
Payment of Conditional Reservation Fee (P10,000.00) - Parking (if any)											
Buyer's Information Sheet (BIS) - Fully Accomplished		•	•	•	•	•	•	•	•	•	•
Signed Reservation Agreement		•	•	•	•	•	•	•	•	•	•
Signed Checklist of Requirements		•	•	•	•	•	•	•	•	•	•
Latest One Month Payslip / 6mos. Vouchers / 6mos. Remittance			•	•	•	•	•	•	•	•	•
Photocopy of Valid Passport - with latest entry & exit date in PH - where necessary					•						•
Photocopy of Valid Passport - with latest entry & exit date in PH - spouse					•						•
Photocopy of Company ID with picture & signature			•	•		•	•		•	•	
Copy of Gov't Issued ID with picture & signature		•	•	•	•	•	•		•	•	
Copy of Gov't Issued ID with picture & signature - spouse, if married		•	•	•	•	•	•		•	•	
Copy of 2-Years Audited Financial Statements				•		•				•	
Copy of 2-Years Annual Income Tax Return with Tax payment receipts				•		•				•	

CREDIT EVALUATION

Notarized Certificate of Employment & Compensation (CEC)			•			•			•		
Note on CEC: _____											
Photocopy of Latest BIR Form 2316 yr _____			•			•			•		
Photocopy of valid Job Contract or Certificate of Employment & Compensation					•			•			•
Up-to-date PAG-IBIG Overseas Program Passbook (POP)					•						
HDMF Employee Statement of Accumulated Value (ESAV)											
With at least 24-months HDMF contribution or copy of Pag-Ibig Fund Receipt			•	•							
Acknowledgment slip for Membership Status Verification Slip (MSVS) Counseling			•	•	•						
Valid Mayor's Permit				•				•			•
Valid DTI Registration Certificate				•				•			•
Certified true copy of latest Annual Income Tax Return with original receipt				•				•			•
Copy of company profile or copy of general information sheet - where necessary				•				•			•
Bank Statements - latest six (6) months (if necessary)			•	•	•	•	•	•	•	•	•
One (1) mo. latest billing statement (utilities)		•	•	•	•	•	•	•	•	•	•
Copy of Birth certificate		•	•	•	•	•	•	•	•	•	•
Copy of Birth certificate - spouse, if married		•	•	•	•	•	•	•	•	•	•
Copy of Marriage Certificate - if married		•	•	•	•	•	•	•	•	•	•

FULL DOCUMENTATION

Signed Documents		•	•	•	•	•	•	•	•	•	•
Filled-out mortgage redemption insurance (MRI) application form		•	•	•	•	•	•	•	•	•	•
Filled-out MRI/ Fire Insurance application Form						•	•	•	•	•	•
Filled-out RCBC/SBC/BDO Housing Loan Application Form									•	•	•
Signed Credit Information Authorization Form - RCBC/SBC/BDO									•	•	•
Four (4) pcs. 1x1 size ID pictures			•	•	•	•	•	•	•	•	•
Four (4) pcs. 1x1 size ID pictures - spouse, if married			•	•	•	•	•	•	•	•	•
Copy of Taxpayer ID number (TIN) card/Application form w/ authorization letter		•	•	•	•	•	•	•	•	•	•
Copy of TIN card/Application form w/ authorization letter - spouse, if married		•	•	•	•	•	•	•	•	•	•
Notarized special-power of attorney (SPA) [Four (4) copies] or Consularized SPA					•			•			•
(One (1) consularized copy, three (3) copies with original signature)					•			•			•
Executed by borrower or by spouses, if married (where necessary)					•			•			•
Copy of Gov't Issued ID with picture and signature - attorney-in-fact (where necessary)					•			•			•

Signed Computation Sheet		•	•	•	•	•	•	•	•	•	•
Cash or Post-dated Checks for Net Contract Price		•									
Cash or Post -dated Checks for Condominium dues		•									
Cash or Post Dated Checks for Parking Fee - if any											
Cash or Post Dated Checks for Net Contract Price for Parking and parking dues - if any											
Post Dated Checks for ___% DP (or cash payment)						•	•	•	•	•	•
Post Dated Checks for ___% Bal. (or cash payment) w/condo & parking dues & MRI						•	•	•	•	•	•
One (1) month upgrading fee for HDMF contribution			•	•							
Three (3) months upgrading fee for HDMF contribution											•
12-undated checks for HDMF monthly amortization											•
24-undated checks for HDMF monthly amortization and condominium dues			•	•							
24-undated checks for condominium dues											•
Post-dated check/s for the Equity			•	•	•						

Issued by: _____

Buyer's Conforme: _____

Date: _____

Date: _____

Phinma Properties reserves the right to request additional updated loan required loan requirements until such time loan has been approved by the bank. Please bring this form along with the documents and payments to be submitted. Make all checks payable to PHINMA PROPERTY HOLDINGS CORP.