

BUYERS CHECKLIST

(ALL THE REQUIREMENTS ENUMERATED HEREIN MUST BE COMPLETED PRIOR TO PREPARATION OF THE APPLICABLE CONTRACT)

FOR ALL BUYERS

- _____ 1. Duly Completed & Signed Customer Information Sheet of Buyer & Spouse/Corporation whose name shall appear on the contract
- _____ 2. 2 Valid Identification Cards (Current Driver's License, Current Passport, Current Company ID, SSS, Postal ID or Voters ID) – please note that your name must be consistent for both IDs and both must bear your specimen signature
- _____ 3. Photocopy of Marriage Contract (If Married) / Photocopy of CENOMAR (If Single)
- _____ 4. Photocopy of Verified TIN number of Buyer & Spouse / Corporation whose name shall appear on contract
- _____ 5. Latest Income Tax Return / Bank Statements for the last three (3) months (for installment buyer)
- _____ 6. BIR Form 2307
- _____ 7. For a natural born Filipino who has lost his Philippine citizenship, proof of place of birth
- _____ 8. Special Power of Attorney in event Buyer & Spouse shall designate a representative to sign (consularized if Buyer & Spouse are not residing the Philippines at the time it was issued)
- _____ 9. 24 Post Dated Checks based on the schedule / guide provided by UCPB AMDD
- _____ 10. Letter of Authority in event post dated checks are issued by a third party who is not the buyer, where the 3rd party authorizes that the checks be issued as payment for the monthly amortizations of the property.
- _____ 11. Proof of Billing
- _____ 12. Signed Data Privacy Notice and Consent Form

FOR CORPORATE BUYERS ONLY

- _____ 1. Certified True Copy of Articles of Incorporation & SEC Certificate of Registration of Articles Incorporation by the Corporate Secretary
 - _____ 2. Certified True Copy of By-Laws & SEC Certificate of Filing of By-Laws by the Corporate Secretary
 - _____ 3. Certified True Copy of Latest General Information Sheet of the Corporation & its Directors by the Corporate Secretary
 - _____ 4. Latest Audited Financial Statements / In-House Figures
 - _____ 5. Board Resolution/ Secretary's Certificate authorizing the purchase of the specific property and designating the authorized signatories thereto
 - _____ 6. Community Tax Certificates of the Corporation and the Authorized Signatory / ies
 - _____ 7. Valid ID/s (Driver's License or Passport) of the Authorized Signatory / ies
 - _____ 8. TIN Verification
 - _____ 9. Checking Account (Installment buyer)
 - _____ 10. Signed Data Privacy Notice and Consent Form of the Authorized Signatory /ies
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