

# **BUYERS INFORMATION SHEET**

Project \_\_\_\_\_  
Tower/Building \_\_\_\_\_  
Floor \_\_\_\_\_ Unit No \_\_\_\_\_ Floor Area \_\_\_\_\_  
Unit Type \_\_\_\_\_  
Promo \_\_\_\_\_  
Total Contract Price \_\_\_\_\_  
Seller / Developer \_\_\_\_\_  
Network \_\_\_\_\_ Broker/MD \_\_\_\_\_  
Manager \_\_\_\_\_ PC \_\_\_\_\_  
Date Reserved \_\_\_\_\_ OR/PR# \_\_\_\_\_  
Source: \_\_\_\_\_  
Financing \_\_\_\_\_

## **PERSONAL INFORMATION**

Name: \_\_\_\_\_

**Address** \_\_\_\_\_ No. (Including Bldg. Name) \_\_\_\_\_ (Street) \_\_\_\_\_ (Barangay/Subdivision)

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(District/Municipality) \_\_\_\_\_ (City/Province) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

**How Long?**      **Years**      **Months**      **Ownership:**      **Own**      **Rent**      **Living with relatives**

Birth Date: \_\_\_\_\_ Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Age: \_\_\_\_\_ Nat.: \_\_\_\_\_

Civil Status:  Single  Widower  Married  Separated # of Dependents: \_\_\_\_\_

**Educational Attainment:**      High School      College      Post Graduate      Last School Attended:

Home Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Pager No: \_\_\_\_\_

### **SPOUSE'S INFORMATION**

Name: \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Sex:** \_\_\_\_\_ **Male** \_\_\_\_\_ **Female** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Nat.:** \_\_\_\_\_

**Educational Attainment:**       High School       College       Post Graduate       School:

## **CO-BORROWER'S INFORMATION**

**Birth Date:** \_\_\_\_\_ **Sex:** \_\_\_\_\_ **Male** \_\_\_\_\_ **Female** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Nat :** \_\_\_\_\_

**Educational Attainment:**       High School       College       Post Graduate       School:

**ATTORNEY-IN-FACT (for applicants not in the country)**

Name: _____	(Last Name)	(First Name)	(Middle Name)
Address: _____	No. (Including Bldg. Name)	(Street)	(Barangay/Subdivision)
	(District/Municipality)	(City/Province)	(Zip Code)
Business Address: _____			
Birth Date: _____	Sex: _____	Male _____ Female _____	Age: _____ Nat.: _____
Home Phone: _____	Mobile Phone: _____		
E-mail Address: _____	Pager No: _____		
Relationship with the buyer: _____			

**YOUR WORK AND OCCUPATION**

	Your Information	Your Spouse's Info	Your Co-Borrower's Info
Your Occupation (/)			
Private Sector			
Government			
Self-Employed/Business			
Retired			
Practice of Profession			
OFW			
Others (Please Specify)			
Present Occupation			
Employer/Business Name			
Position			
Nature of Business			
Yrs. w/ Present Employer			
Complete Bus. Address			
Business Phone			
Contact Person			
Previous Occupation			
Employer/Business Name			
Yrs. Employed			
Complete Bus. Address			
Business Phone			

**YOUR INCOME**

	Monthly Income		
	Borrower	Spouse	Co-Borrower
Salaries			
Allowances			
Commissions			
Rental Income			
Cash on Hand			
Cash in Bank			
Stocks/Bond			
Real Property			
<b>TOTAL</b>			

Certified complete:

Marketing Officer  
(signature over printed name)

## YOUR FINANCIAL REFERENCES

A. LOANS (Please provide the following information on your existing and previous loans)

Name of institution	Type of Loan	Date Granted/Paid	Outstanding Balance	Monthly amortization

B. CREDIT CARDS (Please provide the following information on your existing and cancelled credit cards)

Card Issuer	Credit Card Number	Credit Limit	Name of Card if other than above name

C. DEPOSITS (Please provide the following information on your existing Savings, Checking and Time Deposits; also include both peso and all other currency deposits)

Name of Bank /Institution	Branch/Contact Number	Type of Account	Account Number	Average Amt.

## YOUR PERSONAL REFERENCES

Name	Relationship to Buyer	Residence Address	Office Address	Tel Nos., Res. & Office

## AUTHORIZATION

By signing below, I certify that all the information provided on this application is verifiable and accurate. Any information, and other parties I authorize, which is not true and accurate will automatically cause the developer to reject my application and cancel it's approval.

### For Bank or In-House Financing

I hereby authorize the developer, and its authorized representative to verify and to investigate from my employer, business, my Bank and other reference any and all information required to process my application including information provided herein.

In view of my authorization to the developer, to check my credit history, I also authorize my Employer, my bank and my other references to provide and /or verify information to the developer and its authorized representative pertaining to my account.

I fully understand that submission of required documentation to support this application does not constitute automatic approval. I shall be informed of the Developer's decision regarding my application, without obligation on its part to furnish reason for rejection.

I understand that if my application is approved, I shall have to comply with the requirements as advised through a Document Checklist.

**I have read and agree to bind myself to the terms and conditions governing this home purchase.**

(Applicant)

(Date)

Comm. Tax. Cert. No.: \_\_\_\_\_

Date & Place Issued: \_\_\_\_\_

TIN Number: \_\_\_\_\_

(Spouse/Co-borrower)

(Date)

Comm. Tax. Cert. No.: \_\_\_\_\_

Date & Place Issued: \_\_\_\_\_

TIN Number: \_\_\_\_\_

**Certified complete:**

Marketing Officer  
(signature over printed name)

# QUOTATION SHEET

Date : \_\_\_\_\_  
 Name : \_\_\_\_\_  
 Tower/Building : \_\_\_\_\_ Floor/Unit No.: \_\_\_\_\_  
 Unit Type : \_\_\_\_\_ Floor Area/Size: \_\_\_\_\_

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## PAYMENT SCHEDULE

TOTAL CONTRACT PRICE\*

LESS: Promo (if applicable) \_\_\_\_\_

LESS: Reservation Fee \_\_\_\_\_

BALANCE \_\_\_\_\_

### A. Regular Payment

Details	Date	Amount	Details	Date	Amount	Details	Date	Amount
1 <sup>st</sup> DP			18 <sup>th</sup> DP			35 <sup>th</sup> DP		
2 <sup>nd</sup> DP			19 <sup>th</sup> DP			36 <sup>th</sup> DP		
3 <sup>rd</sup> DP			20 <sup>th</sup> DP			37 <sup>th</sup> DP		
4 <sup>th</sup> DP			21 <sup>st</sup> DP			38 <sup>th</sup> DP		
5 <sup>th</sup> DP			22 <sup>nd</sup> DP			39 <sup>th</sup> DP		
6 <sup>th</sup> DP			23 <sup>rd</sup> DP			40 <sup>th</sup> DP		
7 <sup>th</sup> DP			24 <sup>th</sup> DP			41 <sup>st</sup> DP		
8 <sup>th</sup> DP			25 <sup>th</sup> DP			42 <sup>2n</sup> DP		
9 <sup>th</sup> DP			26 <sup>th</sup> DP			43 <sup>rd</sup> DP		
10 <sup>th</sup> DP			27 <sup>th</sup> DP			44 <sup>th</sup> DP		
11 <sup>th</sup> DP			28 <sup>th</sup> DP			45 <sup>th</sup> DP		
12 <sup>th</sup> DP			29 <sup>th</sup> DP			46 <sup>th</sup> DP		
13 <sup>th</sup> DP			30 <sup>th</sup> DP			47 <sup>th</sup> DP		
14 <sup>th</sup> DP			31 <sup>st</sup> DP			48 <sup>th</sup> DP		
15 <sup>th</sup> DP			32 <sup>nd</sup> DP			49 <sup>th</sup> DP		
16 <sup>th</sup> DP			33 <sup>rd</sup> DP			50 <sup>th</sup> DP		
17 <sup>th</sup> DP			34 <sup>th</sup> DP			DP		

Downpayment : \_\_\_\_\_

Loanable amount : \_\_\_\_\_

Bank Financing : Term \_\_\_\_\_ Interest rate: \_\_\_\_\_ Amortization: \_\_\_\_\_ Start of Amort \_\_\_\_\_

In-House Financing : Term \_\_\_\_\_ Interest rate: \_\_\_\_\_ Amortization: \_\_\_\_\_ Start of Amort \_\_\_\_\_

**B. Spot Contracting (To pay \_\_\_\_ % downpayment within \_\_\_\_ days and get \_\_\_\_ % discount to be deducted on the last dp drawdown)**

\_\_\_\_ % Downpayment

Actual Amount to be paid (net of Res fee) \_\_\_\_\_

\_\_\_\_ % Remaining DP Balance

Downpayment Period (in mos) \_\_\_\_\_ months

Monthly Downpayment \_\_\_\_\_

Discount Amount \_\_\_\_\_

Loanable amount

Bank Financing : Term \_\_\_\_\_ Interest rate: \_\_\_\_\_ Amortization: \_\_\_\_\_ Start of Amort \_\_\_\_\_

In-House Financing : Term \_\_\_\_\_ Interest rate: \_\_\_\_\_ Amortization: \_\_\_\_\_ Start of Amort \_\_\_\_\_

**C. Spot Downpayment (To pay \_\_\_\_ % downpayment within \_\_\_\_ days and get \_\_\_\_ % discount on the amount paid)**

\_\_\_\_ % Downpayment

less: Discount (\_\_\_\_ %) \_\_\_\_\_

Actual Amount to be paid (net of Res fee) \_\_\_\_\_

Loanable amount

Bank Financing : Term \_\_\_\_\_ Interest rate: \_\_\_\_\_ Amortization: \_\_\_\_\_ Start of Amort \_\_\_\_\_

In-House Financing : Term \_\_\_\_\_ Interest rate: \_\_\_\_\_ Amortization: \_\_\_\_\_ Start of Amort \_\_\_\_\_

**D. Deferred Cash (To pay the Total Contract Price spread equally in \_\_\_\_ months, INTEREST FREE)**

Balance

Downpayment Period (in mos) \_\_\_\_\_ months

Monthly Downpayment \_\_\_\_\_

**E. Spot Cash (To pay the Balance within \_\_\_\_ days and get \_\_\_\_ % discount)**

Balance

less: Discount (\_\_\_\_ %) \_\_\_\_\_

Actual Amount to be paid \_\_\_\_\_

**REMARKS:** \_\_\_\_\_

Signed: \_\_\_\_\_

Marketing Officer  
(Signature over printed name)

Conforme: \_\_\_\_\_

Buyer  
(Signature over printed name)

## **IMPORTANT DETAILS A BUYER SHOULD KNOW ABOUT THE PURCHASE:**

### **1. TRIPPING**

This process is done by the broker/manager/property consultant after getting inquiries to a particular product. They bring their client to the site and orient them of the project, its amenities and model units.

Confirm availability of inventory before bringing client to the site.

Preferably, when the site permits it, the client should be brought to the actual project. Associate must point out to the client orientation of lot as well orientation of project (i.e., main road, back road, corner lot, door facing east, etc.)

Explain to client that improvements and interior treatments in the model houses are NOT PART of the typical package. If possible, show a typical unit after the model houses and illustrate differences in the typical unit vs. the model house (i.e., floor tiles, kitchen sink, toilet and bath, etc.)

Only when client is ready to reserve should the associate accompany him/her to the office for the interview. Make sure that the client brought with him/her check or cash option money.

### **2. PROJECT PRESENTATION**

This is the confirmation and finalization of choice unit by the buyer to the marketing staff.

Confirm choice of unit

Present in detail the specification digest

Discuss the floor plan and unit features

### **3. CONSTRUCTION**

### **4. MOVE-IN SCHEDULE**

*Spotcash* – Application for move-in shall commence upon full payment of the Total Contract Price and completion of the unit

*Deferred Cash* – Application for move-in will be approved upon full payment of the Total Contract Price.

*In-house Financing* – Application for move-in is upon full downpayment, three consecutive monthly amortization, and full documents including postdated checks.

*Bank Financing* – Application for move-in is upon full downpayment and loan release.

### **5. OPTION TO PURCHASE AGREEMENT/RESERVATION FEE**

This is an agreement attached with the reservation agreement during the reservation. This embodies the conditions of the company with regards to the reservation fee and the conditions pertaining to the reservation. The reservation fee and the option agreement allow the developer to hold the lot for the buyer for one month or in cases of advance payments, during the discounting period. Failure on the part of the client to submit the necessary documents and payments during such time shall give the developer the right to automatically cancel the reservation without the need of notice. The validity of the Official Receipt is 24 hours after printing. Reservation Fee is not refundable.

### **6. QUOTATION SHEET**

The quotation sheet shows the Total Contact Price, the breakdown of payments and its corresponding schedule. A month or portion of a month delay in payment and submission of document shall mean 4% penalty. Payments should be made directly to the Developer's Office. Payments entrusted to other persons other than the cashier shall be the sole risk of the buyer. Before payment, the client should ask an assessment slip from his/her respective account officer. The Official Receipt should be presented to the account officer for verification. Downpayment should be covered by postdated checks. Holding of postdated checks should be a week before due date and with proper notification.

Any computation shall vary depending on the loan amount approved by either the company's Credit Committee or other financial institutions Loan Committee. Any Loan Difference shall be paid directly to the Developer as per arrangement with the Account Officer.

### **7. TRANSFERS**

Any form of transfer, be it transfer of subdivision, transfer of block and lot or change in financing shall be charged with transfer fee of Ten thousand Pesos (Php 10,000.00) only.

### **8. CREDIT COMMITTEE APPROVAL**

Before the account could be recognized as contracted, the account will undergo evaluation and presentation to the Credit Committee. The Credit Committee may require conditions and compliance of additional documents as per evaluation. This shall be presented to the client and should be completed within 15 days.

The buyers are required to renew their documents (Certificate of Employment and Bank statements; Proof of Remittances) after six months.

## 9. AMORTIZATION

*Deferred Cash* - Amortization will start a month after full downpayment. For reservations starting from the 1<sup>st</sup> to the 15<sup>th</sup> of the month shall be on the 18<sup>th</sup> of the following month. On the other hand, reservations starting from the 16<sup>th</sup> to the 30<sup>th</sup> of the month shall be on the 3<sup>rd</sup> of the next month. All scheduled amortization shall be covered with postdated checks.

*In-house Financing* - Same due dates shall follow as deferred cash. One booklet of postdated checks shall be required.

*Bank Financing* - Amortization will start after full downpayment or a month after loan release whichever comes earlier. Interest is indicative (Effective interest rate shall be on the release date) and subject to annual repricing. Twelve (12) pieces postdated checks shall be required.

Present Amortization table for client verification and signing.

\_\_\_\_ Compute for credit ratio and net disposable income

\_\_\_\_ Gross Monthly Income (based on Declaration)

\_\_\_\_ Credit ratio (required based on NDI table)

\_\_\_\_ Credit ratio (ACTUAL based on NDI table)

Recommendation (encircle)

Qualified

Deferred

Transfer to appropriate package/financing

Remarks: \_\_\_\_\_

## 10. INSURANCE

*In-House Financing* - Not Applicable. Personal application of the client

*Bank Financing* - The Bank requires a MRI from the accredited insurance company. It is the same coverage as that of the in-house insurance. Endorsement of life insurance is not allowed. Fire insurance is also required.

\_\_\_\_ Sign/Accomplish Insurance Form

## 11. TRANSFER OF TITLE

*Spotcash/ Deferred Cash/ In-House Financing* - Transfer of Title shall be facilitated a month after full payment.

*Bank Financing* - Transfer shall commence upon full downpayment and upon receipt of Letter of guaranty from the bank. Transfer of title is completed in an ideal period of two (3) months.

## 12. PAYMENT OF OPTION MONEY

\_\_\_\_ Indicate in payment assessment slip details of reservation

\_\_\_\_ Verify from Marketing Brand payee name in case of check payment before issuance of check by the buyer

\_\_\_\_ Forward payment to Finance Department and Secure OR.

\_\_\_\_ Reflect OR number in RA

## 13. POST-RESERVATION INTERVIEW

\_\_\_\_ Furnish buyer with copies of signed specification digest, quotation sheet and document checklist (both original copies)

\_\_\_\_ Finalize schedule of document signing and indicate details in the RA.

Interviewer's Signature over printed name  
Date: \_\_\_\_\_

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## BUYER'S CONFIRMATION

I hereby attest that the foregoing have been thoroughly discussed with me by my sales associate and I fully understand all terms and conditions in the sales agreement relative to my purchase of the property from the Developer.

Buyer' Printed Name & Signature \_\_\_\_\_  
Project/Tower/Unit No. \_\_\_\_\_  
Date: \_\_\_\_\_