

CHECKLIST FOR CLOSING OF SALE

This checklist provided is the Buyer's guide during the closing of the sale: This will guide the Buyer on the list of requirements to be submitted and fees to be paid.

Details	
1.	<p>Reservation Fee, Downpayment or Lot Amortizations can be paid through the following options:</p> <ol style="list-style-type: none"> Cash / Check – directly paid to our Cashier Direct deposit to our Bank Accounts <p>Proof of remittance/deposit may be faxed to (63-82) 2279609 or 2264715, or email to the following: salesadmin@alsonsdev.com or aldev_arfinance@alcantaragroup.</p> <p>Check payments should be in the name of ALSONS DEV or ALSONS DEVELOPMENT & INVESTMENT CORPORATION.</p>
2.	<p>Documents to be accomplished to complete the purchase and prepare the CTS and/or DAS.</p> <p>BASIC REQUIREMENTS</p> <ul style="list-style-type: none"> – Duly Accomplished Contract Details Form (CDF) and Reservation Agreement Form (RAF) – Photocopy of TIN Verification Slip, Individual Buyer's Declaration and Certificate of Registration (if engaged in business) from BIR – Post Dated Checks (for equity and amortization) – Photocopy of any valid government issued ID (SSS, GSIS, Driver's License, PRC, passport, etc.) with specimen signature – If married, photocopy of the spouse's government issued ID with specimen signature – If represented by an Attorney-in-Fact: <ul style="list-style-type: none"> • Original Copy of the Notarized Special Power of Attorney (SPA) • Photocopy of any valid government issued ID of the SPA with specimen signature <p>ADDITIONAL REQUIREMENTS FOR:</p> <p>A. FILIPINO WHO CHANGED CITIZENSHIP</p> <ul style="list-style-type: none"> – Notarized/Consularized Sworn Statement (stating Filipino family roots and intention to reside in the Philippines (BP 185)) <p>B. FILIPINO MARRIED TO A FOREIGNER</p> <ul style="list-style-type: none"> – Notarized/Consularized Waiver to be executed by the foreign spouse (stating that the money used for the purchase of the property comes from the Filipino buyer and not from the Foreign spouse) <p>C. BUYER IS A CORPORATION <i>To be complied by the Authorized Representative or Signatory</i></p> <ul style="list-style-type: none"> – Photocopy of any valid government issued ID (SSS, GSIS, Driver's License, PRC, passport, etc.) with specimen signature <p><i>To be complied by the Corporation</i></p> <ul style="list-style-type: none"> – SEC Registration – Articles of Incorporation and By-Laws – Notarized Board Resolution (approving the purchase and its authorized signatory to perform particular tasks must be indicated) – Photocopy of the TIN Verification Slip of the corporation – Certificate of Registration (COR) of Business
3.	<p>Additional expenses to be shouldered by the BUYER when purchasing a property:</p> <ol style="list-style-type: none"> Processing Fee for the transfer of the Title Membership Fee (one-time payment fee) for Homeowners Association Monthly Association Dues <p>Notes :</p> <ol style="list-style-type: none"> Transfer of Title will only be processed upon full payment of Contract Price, Processing Fees and submission of documentary requirement (Deed of Absolute Sale, IDs, TIN Verification Slip, etc.) Processing Fees will be billed 30-days after full payment of Contract Price.
4.	<p>Association dues to be collected upon execution of the CTS and/or DAS:</p> <ol style="list-style-type: none"> Association dues may vary depending on project, as of July 2019: <ul style="list-style-type: none"> Northcrest – P 3.00 per sq.m./month Eden Ridge – P 6.00 per sq.m./month Northtown – P 4.00 per sq.m./month The Homeowners Association may change the rate of the association dues. A Trust Fund may be set-up for the Homeowners Association.

6. A Deed of Assignment is required for all lot transfers under installment. The following are the fees related to the transfer:
- A. Transfer Fee according to the project as follows:
 Northtown / Northcrest – P 10,000.00 per lot
 Las Terrazas / Fernwood / Eden Ridge – P 20,000.00 per lot
- Notes:
1. *The transfer fee is waived for transaction between the following:*
 - a) *Parents to Children or vice versa;*
 - b) *Siblings;*
 - c) *Parents in law / brother or sister-in-law / son or daughter in law;*
 - d) *Family Corporation*
 2. *No Transfer will be entertained for FULLY PAID LOT ACCOUNT or with less than 6-months amortization.*
- B. Documentation Charges : P 800.00 per lot.

This is to acknowledge that the above information has been clearly discussed and presented to me by the Sales Agent / Broker / Sales Admin Personnel.

Acknowledged by:



 Name of Buyer
 (signature over printed name)

 Date

Updated as of July 2019