



BUYER'S INFORMATION SHEET REQUEST FOR RESERVATION AND OFFER TO PURCHASE

**Ground Floor One World Square Building, No. 2 Upper McKinley Road, McKinley Town Center,
Fort Bonifacio, Taguig City 1634**

PLS. COMPLETELY FILL-UP USING BLOCK LETTERS

BUYER'S INFORMATION	Last Name		First Name		Middle Name		M.I.
	Nationality			Civil Status		Sex	
	Date of Birth			Land Line Tel. No.		Cellphone or Fax No.	
	Complete Mailing Address (Phase / Blk# / Lot# / Subd.Name / Brgy. or District / City / Country)						
	Present Local Address (for buyer abroad)					E-mail Address	
	Employer (or Business Name, if self-employed)					TIN (Tax Identification No.)	
	Office Address						
	Position			Office Tel. No. / Fax No.		SSS / GSIS / UMID No.	

SPOUSE'S INFORMATION	Last Name		First Name		Middle Name		M.I.
	Nationality			Civil Status		Sex	
	Date of Birth			Land Line Tel. No.		Cellphone or Fax No.	
	Complete Mailing Address (Phase / Blk# / Lot# / Subd.Name / Brgy. or District / City / Country)						
	Present Local Address (for buyer abroad)					E-mail Address	
	Employer (or Business Name, if self-employed)					TIN (Tax Identification No.)	
	Office Address						
	Position			Office Tel. No. / Fax No.		SSS / GSIS / UMID No.	

CO-BUYER'S INFORMATION	Last Name		First Name		Middle Name		M.I.
	Nationality			Civil Status		Sex	
	Date of Birth			Land Line Tel. No.		Cellphone or Fax No.	
	Complete Mailing Address (Phase / Blk# / Lot# / Subd.Name / Brgy. or District / City / Country)						
	Present Local Address (for buyer abroad)					E-mail Address	
	Employer (or Business Name, if self-employed)					TIN (Tax Identification No.)	
	Office Address						
	Position			Office Tel. No. / Fax No.		SSS / GSIS / UMID No.	

CO-BUYER'S SPOUSE INFORMATION	Last Name		First Name		Middle Name		M.I.
	Nationality			Civil Status		Sex	
	Date of Birth			Land Line Tel. No.		Cellphone or Fax No.	
	Complete Mailing Address (Phase / Blk# / Lot# / Subd.Name / Brgy. or District / City / Country)						
	Present Local Address (for buyer abroad)					E-mail Address	
	Employer (or Business Name, if self-employed)					TIN (Tax Identification No.)	
	Office Address						
	Position			Office Tel. No. / Fax No.		SSS / GSIS / UMID No.	

For married buyers – **For purposes of Contract to Sell/Deed of Absolute Sale preparation, I want the document/s to be in:** (check box)

- MY NAME married to SPOUSE'S NAME (as Marital Consent)
 OUR NAME as SPOUSES HUSBAND'S NAME & WIFE'S NAME

I/We hereby offer to purchase the **PROPERTY** particularly described as follows:

PROJECT DESCRIPTION	PROJECT NAME			
	Condominium	House & Lot		Lot Only
	Tower/Cluster	Phase		Phase
	Level	Block		Block
	Unit	Lot		Lot
	Floor Area (sq.m)	Lot Area sq.m.	Floor Area sq.m.	Lot Area in sq.m.
	Unit Type	House Model		Lot Type
	Parking Code: <small>(for monitoring purpose only; actual slot to be assigned by Seller)</small>	House Price		Lot Price per sq.m.
	Lot Price			

Under the following terms of payment and conditions:
(For Standard Terms of Payment and Regular Discounts Only)

Selling / Package Price		₱ _____
Less: Discount (___%)	_____	
Net Selling Price / Net Contract Price		_____
Add: Miscellaneous Fee (_____%)	_____	
Value Added Tax	_____	
Others: _____	_____	
Total Selling / Package Price		₱ _____
Breakdown of Payments:		
Downpayment (___%)		₱ _____
Less: Reservation Fee	_____	
Payable in _____ month/s		_____
Remaining Balance (_____%)		₱ _____
Notes:		
<ul style="list-style-type: none"> • Downpayment is payable in one lumpsum payment. If allowed to be paid in split / installment payments, the same is merely an accommodation on the part of SELLER. • For Non-Standard Terms of Payments & Discounts, please attach offer sheet for approval of computations and conformity of BUYER. 		

SCHEDULE OF DOWNPAYMENT

Monthly Due Date	Amount Due	MRI Due Date	Amount Due

Remaining Balance of _____ (₱ _____) shall be settled through: (Please choose any one of the following:)

- A. **IN-HOUSE FINANCING** to be paid in _____ months with a monthly amortization of ₱ _____ with interest at the rate of _____% p.a. to be covered by post-dated checks dated every _____ of the month commencing on _____ and on the same day of the month thereafter.
- B. **MY LOAN PROCEEDS FROM** _____ with a monthly amortization of ₱ _____ with interest at the rate of _____% p.a. for _____ years.

I/We understand that while my/our loan is still in-process, I/we shall pay monthly amortizations (computed at the prevailing in-house rate) on the month immediately after full downpayment. The monthly amortization may be computed at the financing institution's interest rate only upon presentation of a Notice of Approval or Letter of Guaranty from the said financing institution, of which such letter shall state that the outstanding balance shall be fully financed by the said institution and there are no pending requirements from me/us.

I/We hereby consent to the conduct by SELLER, through any of its employees, of gathering/collecting, processing, use, retention and disclosure of my/our personal information or data, whether classified as sensitive personal, or privileged information or not, as may be necessary or incidental in the evaluation of my/our financial capacity and creditworthiness to purchase the subject PROPERTY in compliance with the Data Privacy Act and other related laws and issuances.

BUYER (Name & Signature / Date)

Spouse/Co-Buyer (Name & Signature / Date)

I/We undertake to settle any balance on the total selling/package price after the actual approved loan by private/government financing institution within 5 days from notice thereof.

I/We acknowledge that should I/we intend to avail of and/or obtain external financing for the payment of the selling/package price, or any part thereof from a private/government financing institution acceptable to SELLER, I/we shall be solely responsible for filing, processing and approval of the required loan application and shall ensure that the loan proceeds to be used to pay the selling/package price of the PROPERTY or any part thereof, is released on or before its due date. Upon request and if applicable, SELLER may provide assistance in the filing of my/our loan application but it does not relieve me/us of full responsibility to ensure the prompt processing/approval of the loan and the release of the loan proceeds in time for the payment of the balance of the selling/package price. SELLER shall not be faulted for any delay in the approval and/or release of the loan proceeds for any reason whatsoever.

I/We understand and agree that this reservation is non-transferable unless with the express written consent or approval of SELLER and the same is made within 60 days from date of reservation and/or prior to the execution of the Contract to Sell (CTS). If approved, but the transfer / assignment of my/our rights is made after aforesaid period, the same shall be subject to the payment by the BUYER of applicable transfer fee. I/We further agree that request for correction of name of BUYER or request for change / alteration of the terms of payment herein stipulated may be allowed if request is made within 60 days from reservation date subject to approval by SELLER in writing. Request made after aforesaid period shall likewise be subject to written approval by the SELLER and payment of applicable alteration fee. I/We understand and agree that approval of all requests for change /alteration shall be the sole prerogative of the SELLER and subject to adjustment in selling / package price as necessary and payment by the BUYER of appropriate handling / alteration fees at the time of request or in the amount that may be determined by the SELLER from time to time; and that Capital Gains Tax, Documentary Stamp Tax or such other taxes / fees that may be imposed by the government shall be for the sole account of the BUYER.

I/We agree that the SELLER of the subdivision project shall have the right to automatically cancel my/our reservation without further notice, rescind this reservation and forfeit as liquidated damages my/our reservation fee and any/all other payment(s) I/we made for any of the following causes:

1. Failure on my/our part to pay any installment in accordance with the payment schedule as aforesaid; or non-payment of balance after the approved loan amount;
2. As applicable, failure on my/our part (a) to submit complete reservation documentary requirements within 60 days from reservation or (b) to submit additional/updated documentary requirements within 7 calendar days from notification, or (c) to execute and submit duly signed Contract to Sell/sales document, loan and pertinent documents within 7 days from receipt of notice and documents for signature or (d) to make true and correct representations in connection with this reservation or (e) to submit genuine and official documents;
3. Withdrawal on my/our part from this Agreement for any reason whatsoever;
4. Disapproval of my/our loan application with government or private institution;
5. Failure on my/our part to submit to SELLER the Letter of Guaranty (LOG) or its equivalent from the financing institution within 30 days before the last downpayment due date; in the event that the LOG or its equivalent form is not submitted on due date, I/we agree to start paying the monthly amortization computed based on in-house financing until such time that the LOG is released;
6. Failure on my/our part to complete loan requirements with government or private financing institution or with SELLER within 7 days from notification;
7. Transfer of my/our rights over the aforesaid PROPERTY without the written consent/approval of the authorized officers of SELLER;
8. Failure on my/our part to pay the real property tax if I/we have already taken possession of the PROPERTY or deemed to have accepted the same;
9. Upon cancellation of this reservation and in the event that I/we am/are in possession of the PROPERTY, the SELLER, shall have the right after 5 days written notice to me/us or in my/our absence upon written notice posted at the entrance of the unit reserved, to enter and take possession of the premises without necessity of any court order or action, holding in its trust and custody such possessions and belongings as may be found therein after an inventory of the same in the presence of a witness, all these acts being agreed to by me/us as tantamount to my/our voluntary vacation of the PROPERTY. Accordingly, I/we hereby fully authorize the SELLER to use reasonable means to gain entrance to, and to take possession of the PROPERTY should this reservation be cancelled. SELLER, may thereupon sell the PROPERTY to other buyers.

Notwithstanding the payment terms stated in this instrument/agreement, any outstanding balance of the selling/package price including penalties and interest, if any, shall be immediately due and payable to SELLER within 7 days from receipt by BUYER(S) of SELLER's Notice of Turnover of subject PROPERTY.

SELLER may at anytime, at its option require that BUYER'S obligation to pay any portion of the selling/package price, be evidenced by promissory notes or post-dated checks to be issued by BUYER. SELLER is hereby empowered to assign the promissory notes or post-dated checks issued by BUYER covering the balance of the selling/package price in favor of any banking institution and BUYER hereby conducts and warrants to execute all acts and deeds necessary to enforce such assignment.

I/We understand that my/our representation or warranty made to me/us by the agent who handled this sale not embodied herein shall not be binding on SELLER unless reduced into writing and confirmed by the President or any duly authorized officer of the same.. Only duly authorized officers are allowed to make commitments for and on behalf of SELLER. This REQUEST FOR RESERVATION AND OFFER TO PURCHASE is subject to confirmation and approval of duly authorized officer of SELLER.

That I/we shall make all payments directly at G/F One World Square Building, No. 2 Upper McKinley Road, McKinley Town Center, Fort Bonifacio, Taguig City, 1634 Philippines or through the SELLER's authorized cashier(s) in its official places/venues of business. That payments I/we made to agents or real estate brokers **SHALL BE MY/OUR SOLE AND EXCLUSIVE RESPONSIBILITY AND RISK** and any and all receipts shall not be recognized by SELLER as valid payments unless the same have been duly signed and issued by its authorized officer and/or cashier.

That I/we shall make payments on or before their due dates without necessity of demand or service of collector and that in case I/we incur delay in payments, SELLER shall have the right to impose penalty charges at the rate of 3% per month on the unpaid amount from due date until date of payment, in addition to other remedies available to protect the rights of SELLER under applicable laws.

I/We agree that all payments shall be applied in the following order of priority without the necessity of notice: first as reimbursement and /or payment for real estate taxes and assessments, miscellaneous fees, and annual insurance premiums (if applicable); second, to penalties and accrued interests up to the time of payment; lastly, to the downpayment or principal amortization.

I/We acknowledge that if the subdivision is still in its development stage, I/we have been fully appraised by SELLER and have fully understood that same may undertake alterations in the plans and specifications for the betterment of the subdivision project. For this purpose, I/we waive any and all objections to such alterations and hereby constitute the SELLER as my/our attorney-in-fact for the purpose of giving effect to alterations, including but not limited to, voting in favor of such alterations during regular or special meetings of the members of the Homeowners' Association of the subdivision project. This obligation shall subsist notwithstanding transfer to my/our name of the transfer certificate of title covering the subject PROPERTY. For our reference I/we hereby acknowledge receipt of copy of Sales Plan and the House Specification/Location Plan (as applicable) with my/our signature-conformity.

PARKING SLOT FOR CONDOMINIUMS: The BUYER understands and agrees that any reservation/purchase of a parking unit in the CONDOMINIUM PROJECT shall be subject to final assignment by the SELLER. The reservation number given to the BUYER in this document and/or any other document is temporary in nature and intended solely for monitoring of the number of units sold and does not correspond to specific parking unit in the PROJECT/PROPERTY.

I/We undertake to execute the Contract to Sell with the owner of the PROPERTY upon full downpayment or as may be required by the SELLER. Until such time that this Agreement is amended or a Contract to Sell is executed, this shall be considered as the perfected contract between me/us and the SELLER. The SELLER shall not in anyway, be faulted for delayed execution of the Contract to Sell for reason attributable to me/us, such as lack of documentary requirements or my/our inability to sign. The provisions of this Agreement may be changed or modified only if with my/our and SELLER's consent. All other provisions not affected by such change, alteration and modification shall remain in full force and effect. This Agreement, and its amendments/modifications, if any, not superseded by the resulting Contract To Sell or Deed Of Sale shall continue to be in full force and effect. In case any one or more of the provisions contained in this Agreement shall be declared invalid, illegal or unenforceable in any respect by an order or judgment of a court of justice, the validity, legality and enforceability of the other remaining provisions shall not in any way be affected or impaired thereby. In case of conflict between the provisions in this Agreement and the Contract To Sell, the provisions of the Contract To Sell shall prevail.

All notices and correspondences of any nature sent to the BUYER at his/her above-stated mailing address shall bind him/her unless prior written notice of change of address has been received by SELLER. The sending of notices and/or correspondences of any nature by registered mail to the BUYER'S stated address shall be deemed sufficient service thereof, irrespective of whether or not it was received personally by the BUYER.

I/We fully acknowledge that all the blanks in this document have been filled up in accordance with the agreement and that I/we have read, clearly understood and bind myself/ourselves to all the foregoing provisions of this document, and have caused this reservation voluntarily and of my/our own volition. I/We fully understand and accept the terms and conditions set by SELLER stated above.

BUYER (Name & Signature / Date)

Spouse/Co-Buyer (Name & Signature / Date)

Approved By:

Witnessed by:

(Signature over Printed Name)

(Signature over Printed Name)

If BUYER is not available to personally make the reservation, **this section shall be accomplished by BUYER'S Representative**

CERTIFICATION AND UNDERTAKING

Name of Representative: _____
Relation to the Buyer: _____
Address: _____

This is to certify that I have been authorized/appointed by the above-mentioned BUYER to act as his Representative to transact, negotiate and purchase the above PROPERTY. I further certify and declare that:

1. I shall submit all the required documents including the Special Power of Attorney (SPA) duly executed by the BUYER appointing me as his Attorney-in-fact within thirty (30) calendar days from reservation date.
2. Until I submit the SPA, I shall be jointly and severally liable for all the terms and conditions in relation to the purchase of the PROPERTY, hence, in the event that I cannot submit the SPA or the BUYER refuses to acknowledge my representation, I shall be personally liable and bound to the terms and conditions of the purchase and other signed documents, if any, including all the obligations/liabilities attached thereto.
3. All the documents which I have submitted pertaining to me and the BUYER are genuine and all my representations are true and correct.
4. All communications/notices, whether verbal or written, shall be addressed to me as representative for which I and the BUYER shall be bound. Without obligation to do so, SELLER, at its option, may communicate directly with the BUYER.
5. I warrant that all the terms and conditions are communicated to the BUYER and all documents are sent/shown to the BUYER.
6. When due, SELLER shall process the Expanded/Creditable Withholding Tax (E/CWT) based on the information I provided. In case of subsequent change/s on the name of BUYER and/or of the PROPERTY for which the E/CWT was paid, any new/additional taxes, surcharges, interest, penalties, and/or any other charges/taxes resulting therefrom shall be borne by me and/or the BUYER.
7. Failure on my part to submit the SPA within the timetable stipulated above shall constitute default on my part and of the BUYER. We understand that SELLER shall have the right to cancel this Agreement and forfeit all payments made.
8. All the terms and conditions which I have agreed to shall be binding upon the BUYER.

Representative (Name & Signature / Date)