



## Reservation Requirements

Unit Code: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_

Name of Buyer: \_\_\_\_\_

Broker/Sales In-Charge: \_\_\_\_\_

The following documents should be presented during the reservation process (*check box if complete*):

- **Customer Information Sheet**  
*All fields in the Sheet should be filled up. TINumber should be indicated. Lacking fields should be accomplished within the 30-day reservation period.*
- **Reservation Application/Agreement**  
*Unit Code, Unit Type and Financing scheme should be indicated. All pages should be signed by the buyer. If chosen scheme is not in the pricelist, a sample computation should be attached.*
- **At least 12 PDCs for the monthly amortization**
- **Photocopy of any valid ID**
- **Photocopy of latest CTC/Cedula**
- **Photocopy of Marriage Certificate** (if applicable)
- **Notarized SPA** (if applicable)

Below are the lacking requirements and should be accomplish with the reservation period of 30 days:

1. \_\_\_\_\_ Accomplished On: \_\_\_\_\_
2. \_\_\_\_\_ Accomplished On: \_\_\_\_\_
3. \_\_\_\_\_ Accomplished On: \_\_\_\_\_
4. \_\_\_\_\_ Accomplished On: \_\_\_\_\_
5. \_\_\_\_\_ Accomplished On: \_\_\_\_\_

Validated by: \_\_\_\_\_ Date: \_\_\_\_\_