

PHINMA PROPERTY HOLDINGS CORPORATION (PPHC)

To: _____

Date : _____

With regards to your intention to purchase Phase____, Bldg., ____, Cluster ____, Flr.____, Unit____, of the following are the requirements together with the schedule of your obligations to the developer, PPHC. Please comply with the schedule to avoid cancellation of your reservation.

CHECKLIST OF REQUIREMENTS & SCHEDULE OF ACTIVITY

IN-HOUSE - OCW (SHORT-TERM)	Date Submitted	Due Date	Findings/ Remarks
DAY 1 - CONDITIONAL RESERVATION			
Payment of Conditional Reservation Fee (P15,000.00)			
Buyer's Information Sheet (BIS) Representative- Fully Accomplished			
Signed Reservation Agreement- to be signed by Representative			
Copy of Gov't Issued ID with picture & signature- Representative			
CREDIT EVALUATION			
Copy of Notarized Secretary's Certificate			
Copy of Board Resolution			
Copy of Security and Exchange Commission (SEC) Registration			
Copy of Articles of Incorporation and By Laws			
Bank Statements- latest six (6) mos.			
One (1) mo. latest billing statement (utilities)			
Copy of Birth certificate -Representative			
FULL DOCUMENTATION			
Signed Loan Documents			
Note: _____			
Bank Statements - latest six (6) months			
Copy of Taxpayer ID number (TIN)card - Representative			
Copy of Taxpayer ID number (TIN)- Company			
Signed Final Evaluation Sheet			
Post Dated Checks for Parking Unit/s, if any (or cash payment)			
Post Dated Checks for ____% DP (or cash payment)			
Post Dated Checks for ____% Bal. (or cash payment) w/condo dues			
Others:			

Issued by : _____

Received by: _____

Date: _____

Date: _____

Phinma Properties reserves the right to request additional updated loan requirements until such time loan has been approved by Phinma Properties. Please bring this form along with the documents and payments to be submitted. Make all checks payable to PHINMA PROPERTY HOLDINGS CORP.