

**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**

<b>IN-HOUSE - OCW (SHORT-TERM)</b>	<b>Date Submitted</b>	<b>Due Date</b>	<b>Findings/ Remarks</b>
<b>DAY 1 - CONDITIONAL RESERVATION</b>			
Payment of 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			
Copy of 2-Years Audited Financial Statements			
Copy of 2-Years Annual Income Tax Return with Tax payment receipts			
<b>CREDIT EVALUATION</b>			
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			
Valid Mayor's Permit			
Valid DTI Registration Certificate			
Certified true copy of latest Annual Income Tax Return with original receipt			
Copy of company profile or copy of general information sheet- where necessary			
Bank Statements- latest six (6) mos.			
One (1) mo. latest billing statement (utilities)			
Copy of Birth certificate -Representative			
<b>FULL DOCUMENTATION</b>			
Filled- out MRI/ Fire Insurance application Form			
Signed Loan Documents			
Note: _____			
Three (3) pcs. 1x1 size ID pictures -Representative			
Bank Statements - latest six (6) months			
Copy of Taxpayer ID number (TIN)card - Representative			
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			
<b>Others:</b>			
_____			
_____			

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.