

## BUYER'S GUIDE

Checklist of requirements to be submitted and fees to be paid to close the sale.

1.	<p>How will I pay my Reservation Fee, Downpayment or Lot Amortizations?</p> <p>Reservation Fee, Downpayment or Amortizations can be paid through the following options:</p> <ol style="list-style-type: none"> <li>Cash / Post-dated Checks – directly paid to our Cashier</li> <li>Direct deposit to developer's Bank Accounts</li> </ol> <p>Proof of remittance/deposit slip should be faxed or emailed to Alsons Dev.</p> <ul style="list-style-type: none"> <li>Fax no: (63-82) _____</li> <li>Email address : <a href="mailto:info@nurtura.ph">info@nurtura.ph</a></li> </ul> <p>For check payment, please make check payable to Alsons Development &amp; Investment Corporation or ALDEVINCO.</p>
2.	<p>What forms do I need to accomplish and sign?</p> <ol style="list-style-type: none"> <li>Callslip</li> <li>Contract Details Form</li> <li>Reservation Agreement Form</li> <li>Pre-Qualification Form</li> </ol>
3.	<p>What are the other requirements in order to prepare the Contract to Sell or Deed of Absolute Sale?</p> <p><b>A. Basic Requirements</b></p> <ul style="list-style-type: none"> <li>Photocopy of any valid government issued ID (SSS, GSIS, Driver's License, PRC, passport, etc.) with specimen signature.</li> <li>Photocopy of Tax Identification Number (TIN) verification slip from BIR.</li> <li>Proof of Billing Address.</li> <li>Postdated checks (for equity and amortization).</li> <li>Birth Certificate or any proof of relationship, if with co-borrower/s or family member/s included on the computation of aggregate income.</li> <li>If married: <ul style="list-style-type: none"> <li>Photocopy of spouse's government issued ID with specimen signature.</li> <li>Photocopy of Marriage Certificate.</li> </ul> </li> <li>If married to a foreigner: <ul style="list-style-type: none"> <li>Photocopy of foreigner spouse's government issued ID (passport or driver's license) with specimen signature.</li> <li>Notarized Waiver to be executed by the foreign spouse (stating that money used for the purchase of the property comes from the Filipino buyer and not from the Foreign spouse).</li> </ul> </li> <li>If represented by an Attorney-in-Fact: <ul style="list-style-type: none"> <li>Original copy of the notarized Special Power of Attorney.</li> <li>Photocopy of any valid government issued ID of the SPA with specimen signature.</li> </ul> </li> <li>If Balikbayan (Filipino who changed citizenship) <ul style="list-style-type: none"> <li>Notarized sworn statement (stating Filipino family roots and intention to reside in the Philippines (BP185)).</li> </ul> </li> </ul>
	<p><b>B. For Pag-Ibig Housing Loan Application Requirements</b></p> <ul style="list-style-type: none"> <li>Housing Loan Application (3 copies).</li> <li>Application Form for Co-Borrower, if applicable (3 copies).</li> <li>Borrower's Validation Sheet (3 copies).</li> <li>Authorization to Conduct/Credit Background Investigation (3 copies).</li> <li>Membership Status Verification Slip (MSVS).</li> <li>Photocopy (back-to-back) of one (1) valid primary ID of Principal Borrower and Spouse, Co-Borrower and Spouse, and Developer's Authorized Representative, if applicable.</li> <li>For new member or member with less than the required number of contributions, photocopy of Pag-IBIG Fund Receipt (PFR) representing lump sum payment of contributions.</li> <li>Approved letter request to re-avail of a Pag-IBIG housing loan (for member/s with housing loan that was foreclosed, cancelled, bought back due to default or subjected to dacion en pago), if applicable.</li> <li>Income Documents: <ul style="list-style-type: none"> <li>For Locally Employed, any of the following (1 original, 1 photocopy): <ul style="list-style-type: none"> <li>Notarized Certificate of Employment and Compensation (Employer's format) and for government employees one (1) month payslip, within 3 months prior to date of loan application.</li> <li>Latest Income Tax Return (ITR) for the year immediately preceding the date of loan application, with attached W2 form, stamped received by the BIR/Certificate of Tax Withheld (BIR Form No. 2316).</li> </ul> </li> <li>For Self-Employed, any of the following (1 original, 1 photocopy): <ul style="list-style-type: none"> <li>ITR, Audited Financial Statements, and Official Receipt of tax payment from bank supported with DTI Registration and Mayor's Permit/Business Permit.</li> <li>Commission Vouchers reflecting the issuer's name and contact details (for the last 12 months).</li> <li>Bank Statements or passbook for the last 12 months (in case income is sourced from foreign remittances, pensions, etc.).</li> <li>Copy of Lease Contract and Tax Declaration (if income is derived from rental payments).</li> <li>Certified True Copy of Transport Franchise issued by appropriate government agency (LGU for tricycles, LTFRB for other Public Utility Vehicle or PUVs).</li> <li>Certificate of Engagement issued by owner of business.</li> <li>Other document(s) that would validate source of income.</li> </ul> </li> </ul> </li> </ul>

- For Overseas Filipino Workers (OFW), any of the following (1 original & 1 photocopy):
  - Employment Contract (with English translation if in foreign language).
  - Original Employer's Certificate of Income (with English translation if in foreign language). If document submitted is photocopy, it shall be duly certified/initialed by Pag-IBIG Fund Information Officer assigned in the country where the member works.
  - Other Proofs of Income, whether original or photocopy, shall be duly certified/initialed by Pag-IBIG Fund Information Officer assigned in the country where the member works.
  - Special Power of Attorney notarized prior to date of departure or duly certified and authenticated by the Philippine Embassy or Consulate in the country where the member is staying, if abroad. If SPA is without the red ribbon of Consulate Office, the SPA must have a duly stamped notarial seal.

Preparation of the Contract to Sell or Deed of Absolute Sale will be done after compliance of items 1, 2 & 3 above.

This is to acknowledge that the above information has been clearly discussed and presented to me by the Authorized Sales Person / Broker / Sales Admin Personnel of Nurtura Land and Home. This also serves as a reminder that my failure to comply with the above-mentioned documents/requirements may delay the processing of my application.

Deadline for the submission of the above-mentioned documents/requirements will be on \_\_\_\_\_.

Acknowledged by:

\_\_\_\_\_  
 Name of Buyer  
 (signature over printed name)

\_\_\_\_\_  
 Date

With My Marital Consent:

\_\_\_\_\_  
 Name of Spouse  
 (signature over printed name)

Interviewed by:

\_\_\_\_\_  
 Name of Sales Admin Personnel

\_\_\_\_\_  
 Date