

### CHECKLIST OF REQUIREMENTS

This checklist provided below is the Buyer's guide during the closing of the sale. This will guide the Buyer on the list of requirements to be submitted and fees to be paid.

	Details
1.	<p>Reservation Fee, Downpayment or Lot 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 our Bank Accounts</li> </ol> <p>Name of Buyer to be indicated in the proof of remittance/deposit slip and should be faxed or emailed to Alsons Dev.</p> <ul style="list-style-type: none"> <li>Fax no: (63-82) 2243685</li> <li>Email address : <a href="mailto:info@nurtura.ph">info@nurtura.ph</a></li> </ul> <p>Check payments should be in the name of <b>ALSONS DEV</b> or Alsons Development &amp; Investment Corporation.</p>
2.	<p>What are the documents I have to accomplish and sign to close the purchase transaction?</p> <ol style="list-style-type: none"> <li>Callslip</li> <li>Buyer's Information Sheet</li> <li>Reservation Agreement Form</li> <li>Pre-Qualification Form</li> <li>Authorization to Conduct Credit/Background Investigation</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> <li>If married to a foreigner: <ul style="list-style-type: none"> <li>Photocopy of 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> </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>For 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. Additional Requirements</b></p> <p><b>B.1 Home Development Mutual Fund (HDMF) or Pag-Ibig Financing</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>Authorization to conduct Credit / Background investigation</li> <li>Photocopy (back-to-back) of one (1) valid primary ID of Principal Borrower and Spouse, Co-Borrower and Spouse, Seller and Spouse, and Attorney-In-Fact, 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 of 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><b>For Locally Employed, any of the following (1 original, 1 photocopy):</b> <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><b>For Self-Employed, any of the following (1 original, 1 photocopy):</b> <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, LTRFB for other Public Utility Vehicle or PUVs).</li> <li>Certificate of Engagement issued by owner of business.</li> <li>Other document that would validate source of income</li> </ul> </li> </ul> </li> </ul>

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	<p><b>B.2. In-House Financing</b></p> <p><b>B.2.1 Buyer's Eligibility</b></p> <ul style="list-style-type: none"> <li>• Filipino, of legal age but not more than 65 years old upon loan maturity</li> <li>• With dependable and verifiable source of income</li> <li>• Employed with a reputable company for at least 2 years</li> <li>• Able to pay a monthly amortization not exceeding 30% of the gross monthly income</li> <li>• No adverse credit findings like court cases, bouncing checks, unpaid loans, cancelled credit cards, etc.</li> <li>• Additional documents may be required to facilitate the processing and approval of in-house financing</li> </ul> <p><b>B.2.2 Documentary Requirements</b></p> <table border="1" data-bbox="263 732 1412 1298"> <thead> <tr> <th data-bbox="263 732 641 767">Locally Employed</th> <th data-bbox="641 732 997 767">OFWs</th> <th data-bbox="997 732 1412 767">Self-Employed</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="263 767 1412 832"> <ul style="list-style-type: none"> <li>• Photocopy of one (1) valid primary gov't. issued ID of principal buyer, spouse and co-borrower, if applicable.</li> <li>• Photocopy of Marriage Contract, if applicable</li> </ul> </td> </tr> <tr> <td data-bbox="263 832 641 1298"> <ul style="list-style-type: none"> <li>• Certificate of Employment (COE) stating length of service with compensation</li> <li>• Latest 3-months payslips</li> <li>• Copy of the latest 3 years Income Tax Return (ITR) (BIR form 2316) duly received by BIR</li> <li>• Bank Statement/Passbook for the last six (6) months</li> </ul> </td> <td data-bbox="641 832 997 1298"> <ul style="list-style-type: none"> <li>• Photocopy of Phil. passport</li> <li>• Certificate of Employment with compensation package or latest Employment contract (with English translation if in foreign language)</li> <li>• Bank statements / passbook for the last 6-months</li> <li>• Proof of income remittances/allotment with any local bank for the last three (3) months</li> <li>• Consularized SPA/Sworn Statement, if applicable</li> </ul> </td> <td data-bbox="997 832 1412 1298"> <ul style="list-style-type: none"> <li>• Company Profile</li> <li>• DTI Registration and Mayor's Permit/Business Permit</li> <li>• Articles of Incorporation / Partnership (if applicable) and By-Laws</li> <li>• ITR and Audited Financial Statements for the last three (3) years and proof of tax remittances</li> <li>• Bank Statements / passbook for the last 6-months</li> <li>• List of trade references with contact numbers</li> </ul> </td> </tr> <tr> <td colspan="3" data-bbox="263 1298 1412 1333"> <ul style="list-style-type: none"> <li>• If applicable, proof of other income such as Cert. of Deposits, Stocks/Bond Certificate, Lease Contract, etc.</li> </ul> </td> </tr> </tbody> </table>	Locally Employed	OFWs	Self-Employed	<ul style="list-style-type: none"> <li>• Photocopy of one (1) valid primary gov't. issued ID of principal buyer, spouse and co-borrower, if applicable.</li> <li>• Photocopy of Marriage Contract, if applicable</li> </ul>			<ul style="list-style-type: none"> <li>• Certificate of Employment (COE) stating length of service with compensation</li> <li>• Latest 3-months payslips</li> <li>• Copy of the latest 3 years Income Tax Return (ITR) (BIR form 2316) duly received by BIR</li> <li>• Bank Statement/Passbook for the last six (6) months</li> </ul>	<ul style="list-style-type: none"> <li>• Photocopy of Phil. passport</li> <li>• Certificate of Employment with compensation package or latest Employment contract (with English translation if in foreign language)</li> <li>• Bank statements / passbook for the last 6-months</li> <li>• Proof of income remittances/allotment with any local bank for the last three (3) months</li> <li>• Consularized SPA/Sworn Statement, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Company Profile</li> <li>• DTI Registration and Mayor's Permit/Business Permit</li> <li>• Articles of Incorporation / Partnership (if applicable) and By-Laws</li> <li>• ITR and Audited Financial Statements for the last three (3) years and proof of tax remittances</li> <li>• Bank Statements / passbook for the last 6-months</li> <li>• List of trade references with contact numbers</li> </ul>	<ul style="list-style-type: none"> <li>• If applicable, proof of other income such as Cert. of Deposits, Stocks/Bond Certificate, Lease Contract, etc.</li> </ul>		
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Preparation of the Contract to Sell or Deed of Absolute Sale will be done after compliance of items 1, 2 & 3.

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 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