

CHECKLIST OF STANDARD REQUIREMENTS

FOR INDIVIDUAL BUYERS [LOCAL OR FOREIGN]

RESERVATION REQUIREMENTS (SIGNED AND DULY FILLED OUT)

- RESERVATION AGREEMENT
- BUYER INFO SHEET [BIS]
- RESERVATION FEE

SALES CONTRACT REQUIREMENTS

- SIGNED COMPUTATION SHEET/PAYMENT SCHEDULE/ UNIT LAYOUT
- DOWNPAYMENT [CHECK OR REMITTANCE]
- POST DATED CHECKS [OR BANK-CERTIFIED AUTOMATIC DEBIT ARRANGEMENTS] FOR AMORTIZATION, FINAL PAYMENT, AND TITLING CHARGES.
- VALID IDENTIFICATION DOCUMENT (ID) OF THE BUYER/S – TWO (2) GOVERNMENT- ISSUED IDs (COLORED COPY) WITH 3 SPECIMEN SIGNATURE.
- LOA – LETTER OF AUTHORITY FOR TIN VALIDATION

FOR CORPORATE BUYERS [LOCAL OR FOREIGN]

RESERVATION REQUIREMENTS (SIGNED AND DULY FILLED OUT)

- RESERVATION AGREEMENT
- BUYER INFO SHEET [BIS]
- RESERVATION FEE

SALES CONTRACT REQUIREMENTS

- SIGNED COMPUTATION SHEET/PAYMENT SCHEDULE/ UNIT LAYOUT
- DOWNPAYMENT [CHECK OR REMITTANCE]
- POST DATED CHECKS [OR BANK-CERTIFIED AUTOMATIC DEBIT ARRANGEMENTS] FOR AMORTIZATION, FINAL PAYMENT, AND TITLING CHARGES.
- BUREAU OF INTERNAL REVENUE (BIR) FORM 2303 (COPY)
(FOR FOREIGN CORPORATION, ONE-TIME TAX IDENTIFICATION NUMBER)
- **CORPORATE DOCUMENTS:**
 - SECURITIES AND EXCHANGE COMMISSION (SEC) CERTIFICATE OF REGISTRATION, ARTICLES OF INCORPORATION, BY-LAWS & GENERAL INFO SHEET – 2 COPIES WITH SEC STAMP.
 - CORPORATE SECRETARY'S CERTIFICATE AUTHORIZING PURCHASE AND SIGNATORIES – NOTARIZED; 2 ORIGINAL COPIES (FOR FOREIGN CORPORATIONS EQUIVALENT CORPORATE DOCUMENTS)
 - VALID IDENTIFICATION DOCUMENT (ID) OF SIGNATORY/IES & CORPORATE SECRETARY – TWO (2) GOVERNMENT- ISSUED IDs (COLORED COPY) WITH 3 SPECIMEN SIGNATURE.
 - LOA – LETTER OF AUTHORITY FOR TIN VALIDATION

Notes: Seller shall advise buyer on other documents specific to buyer's case, as may be needed. All documents executed abroad require consular authentication, per Philippine law, except for Apostille-contracting countries (e.g., US, Japan, UK)



RESERVATION AGREEMENT

I / We hereby manifest my/our intention and offer to purchase from _____ (the "Seller" or "Developer") the following property (the "Property") for the price of PESOS _____ (P _____), Philippine Currency (the "Purchase Price"), exclusive of value-added tax and other charges, and request that the Property be reserved for my/our purchase

| | | | | |
|---------|---------------|----------------|--------------|------------------|
| Project | Floor Level | Unit Number(s) | Unit Type | Area(sqm) Approx |
| | Parking Level | Slot Number(s) | Parking Type | Area(sqm) Approx |

- solely in my name
 in both our names -
 in the name of -
- as spouses
 a corporation
- as co-owners
 a partnership
- a designated assignee

For this purpose, I/we enclose herewith the amount of Pesos _____ (P _____) as reservation fee (the "Reservation Fee"). I/We understand and agree that my/our reservation for the Property is subject to the following:

TERMS AND CONDITIONS

The reservation for the Property is good only for a maximum period of thirty (30) calendar days from my/our payment of the Reservation Fee or up to _____ (the "Reservation Period"). I/We understand that the Reservation Fee is **non-refundable** should I/we decide to cancel my/our reservation for any reason whatsoever, whereupon my/our Reservation Fee shall be deemed forfeited in favor of the **Seller**.

I/ We hereby acknowledge the right of the **Developer** to correct the figures appearing herein in the event errors in pricing and computation are discovered at any time. Furthermore, I/we hereby authorize and/or allow the **Developer** to deposit my/our check covering my/our reservation fee prior to the acceptance or approval by the **Developer** of our reservation application. In case my/our reservation application is not accepted or disapproved by the **Developer** for any reason whatsoever, I/we hereby agree to accept the full refund of the reservation fee without interest.

I/We understand that the Seller reserves the right to accept or deny this request for reservation. No payment made to any individual, realtor, broker or employee of the **Seller** in favor of or for transmittal to the **Seller** shall bind the latter unless and until such payment is actually received and duly receipted by the **Seller**. In the event of acceptance, I/we agree to pay the relevant down payment, (for local buyers) deliver the postdated checks covering the balance of the Purchase Price in accordance with the above terms of payment, and execute (as applicable) the Contract to Sell or Deed of Absolute Sale (provided title for subject property has been issued by the Register of Deeds), such documents being in the form prescribed by the **Seller**. All checks that I/we shall issue shall be made payable and crossed to the **Developer** only. I/We hereby further understand that any representation or warranty made to me/us by the agent who handled this sale not embodied herein shall not be binding on the company unless reduced into writing and confirmed by the authorized signatories of the **Developer**, and this contract shall not be considered as changed, modified, altered or in any way amended by acts of tolerance of the **Developer** unless such changes, modification or amendments are made in writing and signed by the duly authorized officers of the company.

I/we acknowledge that the **Developer** shall have the right to automatically cancel my/our reservation without further notice and forfeit as liquidated damages my/our reservation fee and whatever other payments I/we have made in the event of the following:

- a. Failure to pay the reservation fee check I/we have issued without need of notice or demand on the part of the **Developer**;
- b. Failure on my part to sign and/or deliver any and all necessary documents as required by the **Developer** to execute the Contract to Sell; and
- c. Withdrawal on my part from this Agreement for any reason whatsoever.

I/we hereby understand and agree that the **Developer** will be authorized and entitled to offer my/our unit to other prospective buyers and forfeit my/our payments as liquidated damages. Notice (if any) sent to my/our given address by registered mail shall be considered served and received within 5 days from date of posting if within the Philippines and 15 days from date of posting if outside of the Philippines.

I/We understand that the availability of the Property/ies is subject to approval and acceptance by the **Developer** at its sole discretion. In the event that the above Property/ies is/are found to be not available for sale for any reason whatsoever, the **Developer** shall have the option to cancel or to disapprove this reservation, and any and all amounts shall be reimbursed in full without any interest. I/We, however, may agree to transfer my/our payments, without interest, to another available unit.

Should my/our reserved Property(ies) be part of the Consolidated Leasing program of the **Developer**, I/we undertake to abide by the terms and conditions of the program and execute the Consolidated Leasing Agreement therefor. Further, I/we acknowledge the **Developer's** right to adjust the number of floors and/or units under the program as it deems appropriate, without need of prior notice to me/us.

I/We understand and agree that this Agreement only gives me/us the right to purchase the Property subject to the fulfillment of the conditions herein stated. No other right, title or ownership is vested upon me/us by the execution of this Agreement. The **Seller** retains title and ownership of the Property until I/we shall have fully paid all amounts due to the **Seller** for the purchase of the Property.

The **Seller** may, in its discretion, following my/our submission of a request in writing, allow me/us to: (i) transfer this reservation to another individual, or (ii) transfer this reservation in favor of another property of the **Seller** whether in the same or another project, subject to applicable processing fee and submission and/or execution of documents necessary or required to effect the transfer. As applicable, I/we undertake to obtain the prior written consent of my/our co-owner or spouse to such transfer before the **Seller** can implement my/our request.

I/We warrant that the information which I/we provided herein, whether personal or corporate, is true and correct as of the date hereof and agree to directly and personally inform the **Seller** in writing of any changes in my/our personal data such as but not limited to name, address and/or status. It is understood that the **Seller** shall have the right to solely rely on the information provided by me/us and it shall not be held responsible for any error, non- communication or miscommunication in the personal information I/we have given.

In compliance with data privacy laws, I/we further authorize the general use and sharing of my/our information obtained in the course of this transaction with the **Developer** and/or any of its assigns, agents or representatives, affiliates, and subsidiaries, including personal information and sensitive personal information, as defined by law (collectively, the "Data"). I/We understand and acknowledge that, for a period of ten(10) years from the conclusion of this transaction or until the expiration of the retention limits set by applicable laws, whichever comes later, the Data may be continuously collected, processed, stored, updated and even shared or disclosed by the **Developer** and/or any of its assigns, agents or representatives, affiliates and subsidiaries, to government authorities, to banks or credit information bureau, and to any third party who acquires or will acquire the rights and obligations of the **Developer** , or who processes or will process the Data on behalf of the **Developer** (including, but not limited to, courier agencies; telecommunication information technology companies; payment, payroll, collection, training and storage agencies; entities providing customer support; and such similar parties), or who requires the Data for market research, marketing and advertising, product and business analysis, or audit or administrative purposes, but only (i) for legitimate purposes, or (ii) for implementing transactions I/we have requested, allowed or authorized, or(iii) in order to receive new and related services of the **Developer** , or (iv) in compliance with the **Developer's** internal policies and reporting obligations to government authorities following applicable laws.

I/We warrant that the funds used and/or to be used in purchasing the Property will be obtained through legitimate means and do not and will not constitute all or part of the proceeds of any unlawful activity under applicable laws. Should the funds used and/or to be used in purchasing the Property come from another person or entity and not from my/our own personal funds, whether in whole or in part, I/we understand that such may be considered as a donation and thus subject to appropriate taxes. If so applicable, I/we undertake to comply with government- mandated taxes and provide the **Seller** the required documentary proof of compliance to enable the transfer of title to the Property in my/our name.

If there are two (2) or more of us signing as Buyers, we understand that our obligations under this Agreement shall be deemed contracted by us in a solidary manner.

This contract states the entire agreement of both parties hereto and any stipulations, representations, agreements or promises, oral or otherwise, not contained in this reservation or incorporated herein by reference shall not bind the **Developer** . I/We hereby undertake that I/we have read and fully understood the provisions/contents of this Reservation Agreement and commit to abide by the conditions herein set forth. Moreover, this Agreement shall automatically terminate upon the execution by the parties of the Contract to Sell.

The terms and conditions specified in this Agreement shall be deemed final and approved only if all parties concerned have affixed their corresponding signatures on this Agreement. I/We hereby signify my/our acceptance to the reservation of the Property by the undersigned Buyer/s under the terms of this Reservation Agreement and its attachments, and certify that all information provided therein are true and correct.

BUYER/S:

Witnessed By:

_____ Date signed:

Broker/Sales Associate: _____ Date signed:

_____ Date signed:

Deputy Sales Manager: _____ Date signed:
Signature over printed Name

Signature over printed name _____ Date signed:

Signature over printed name _____ Date signed:

Reservation Accepted:

Sales Manager: _____ Date signed:
Signature over printed Name

SELLER / DEVELOPER

Sales Director: _____ Date signed:
Signature over printed Name

By:

_____ Date signed:
Signature over printed Name

SLAD Customer Service Manager:

BUYER INFORMATION

(for preparation of sale documents and account servicing)

The Buyer (or immediate family member or close associate) is a politically-exposed person (PEP)* Yes No

| Principal Buyer | | | | | |
|--|----------------------------|------------------|--------------------------|-------------------------------|-------------------|
| Last Name | | Suffix | First Name | | Middle Name |
| | | | | | |
| Citizenship | Gender | Civil Status | | Birthdate (mm/dd/yyyy) | Place of Birth |
| | | | | | |
| Valid PH ID (w/photo)/Passport/ACR Number | Date Issued | Place of Issue | TIN | Buyer's Email Address | |
| | | | | | |
| House/Unit number | Building/Tower Name/Number | Street Name | Barangay/District Number | City | Country |
| | | | | | |
| Postal Code | Mobile Number | Telephone Number | Reason for Purchase | Occupation/Nature of Business | Source of Payment |
| | | | | | |

| Co-Owner / Spouse (if applicable) | | | | | |
|--|----------------------------|------------------|--------------------------|-------------------------------|-------------------|
| | | | | | |
| Last Name | | Suffix | First Name | | Middle Name |
| | | | | | |
| Citizenship | Gender | Civil Status | | Birthdate (mm/dd/yyyy) | Place of Birth |
| | | | | | |
| Valid PH ID (w/photo)/Passport/ACR Number | Date Issued | Place of Issue | TIN | Buyer's Email Address | |
| | | | | | |
| House/Unit number | Building/Tower Name/Number | Street Name | Barangay/District Number | City | Country |
| | | | | | |
| Postal Code | Mobile Number | Telephone Number | Reason for Purchase | Occupation/Nature of Business | Source of Payment |
| | | | | | |

| For Account Servicing: | | | | | |
|--|------------|----------------|---------------|-----------------------|--|
| Special Instructions | | | | | |
| | | | | | |
| Contact Person for administrative matters | | | | | |
| Last Name | First Name | Contact Number | Email Address | Relationship to Buyer | |
| | | | | | |

I have met the Buyer face-to-face and hereby attest that the IDs submitted for this Reservation identify the same person.

(Name & Signature of the Seller)

*PEP refers to an individual who is or has been entrusted with prominent public position in (a) the Philippines with substantial authority over policy, operations or the use or allocation of government-owned resources; (b) a foreign state; or (c) an international organization. (Implementing Rules and Regulations of Republic Act No.9160, Anti-Money Laundering Act of 2001, as amended; Rule 2, Sec. 1, xxx)



Date: _____

Revenue District Office No. 44
3rd Floor, Bonifacio Technology Center
31st Street corner 2nd Avenue
Taguig City

Dear Sir / Madam:

This is to authorize any of the representatives below to request for validation of our Tax Identification Number (TIN) for our purchase/lease of a property/space in **ELURIA**.

1. VIRGILIO TEVES
2. ROMEL ESPINOZA
3. ANGELYN P. RAYMUNDO
4. ERICA LACANILAO
5. CLAUDINE D. DIYCO

Thank you.

Sincerely,

FOR INDIVIDUAL BUYER

<Buyer>



ELURIA

BUYER'S COPY

ACKNOWLEDGEMENT RECEIPT

DATE: _____

RECEIVED FROM _____
Signature over Printed name

AMOUNT: _____
Amount in words _____

FOR PAYMENT OF _____

PAID BY CASH
 CHECK No. _____

RECEIVED BY: _____
Signature over Printed name



ELURIA

SELLER'S COPY

ACKNOWLEDGEMENT RECEIPT

DATE: _____

RECEIVED FROM _____
Signature over Printed name

AMOUNT: _____
Amount in words _____

FOR PAYMENT OF _____

PAID BY CASH
 CHECK No. _____

RECEIVED BY: _____
Signature over Printed name