



**MOVE-IN CLEARANCE (MIC) REQUIREMENTS**

Date: \_\_\_\_\_

This is to confirm that I am aware of the following requirements prior to the processing of the Move-In Clearance (MIC):

PROJECT	:	_____
UNIT	:	_____
PARKING	:	_____

**CASH TERM:**

1. Cleared reservation fee.
2. Cleared full-payment.
3. Cleared Taxes and Fees.
4. Original signed Deed of Absolute Sale (DAS)
5. Two (2) Valid Government-issued IDs: Passport ID with signature page and TIN – with 3-specimen signatures.
6. Certificate of Employment - COE (if necessary)
7. Company ID (if necessary)
8. Release Waiver and Quit Claim – RWQC (if necessary)

**EASY DOWNPAYMENT TERMS:**

1. Cleared reservation fee.
2. Cleared required downpayment.
3. Cleared Real Estate Tax, Meralco Bill Deposit and Move-In Fees.
4. Submission of complete postdated checks including the full turnover balance and other taxes and fees.
5. Original signed Contract To Buy and Sell (CTBS), Proforma, Letter To Admin and Acknowledgement Letter.
6. Two (2) Valid Government-issued IDs: Passport ID with signature page and TIN – with 3-specimen signatures.
7. Certificate of Employment - COE (if necessary)
8. Company ID (if necessary)
9. Release Waiver and Quit Claim – RWQC (if necessary)

*Note: Pending requirements, MIC will not be process.  
Upon released of MIC, the UMCRD will coordinate with you for your turnover schedule.*

**CONFORME:**

\_\_\_\_\_  
BUYER'S NAME & SIGNATURE / DATE

<DOCS FILE>



## CONFORMITY LETTER

### Reservation Fee Through Check, Remittance or Credit Card

Date: \_\_\_\_\_

I/WE understand that the **RESERVATION FEE is NON-REFUNDABLE**. Should I/WE decide to cancel my/our reservation herein for any reason whatsoever, I/WE agree that my/our reservation fee shall be forfeited in favor of the SELLER.

CONFORME:

\_\_\_\_\_  
BUYER'S NAME & SIGNATURE / DATE

<DOCS FILE>