

DOCUMENTARY REQUIREMENTS

BUYER' NAME _____

PROJECT _____ UNIT _____

INITIAL REQUIREMENTS (UPON RESERVATION)

	SUBMISSION DATE
___ RESERVATION FORM	_____
___ RESERVATION FEE	_____
___ BUYER'S INFORMATION SHEET (BIS)	_____
___ PHOTOCOPY OF PASSPORT OR ANY GOV'T ISSUED ID	_____
___ PROOF OF TIN	_____

ADDITIONAL REQUIREMENTS (30 DAYS AFTER RESERVATION)

A. FOR INDIVIDUAL BUYERS

EMPLOYED (LOCALLY EMPLOYED, OFW OR SELF-EMPLOYED)

A.1. STANDARD REQUIREMENTS

___ Proof of Billing	_____
___ Original Certificate of Employment With Status & Salary	_____
___ Copy of Payslip (last 3 mos.)	_____
___ Latest Income Return	_____
___ Photocopy of Past 3 mos.Bank Statement or Photocopy of Passbook	_____

A.2. ADDITIONAL IF SOLE PROPRIETOR

___ Business Permit and License (current)	_____
___ Photocopy of DTI issued Certificate Of Registration	_____
___ Photocopy of Business ITR/Audited FS for the past 2 years	_____
___ Copy of Lease Contract & Title Of Rental/Lease Income	_____

A.3. ADDITIONAL FOR OFW

___ Original Crew Contract and Exit Pass with POEA or Employment Contract Authenticated by the Philippine Consult	_____
___ Proof of Monthly Remittances	_____

B. FOR CORPORATE BUYERS

___ 2 Original Copies of the Resolution If the Board of Directors/Governors Trustees or a Secretary Certificate Authorizing the purchase	_____
___ Photocopy of corporate ITR	_____
___ Photocopy of BIR Certificate Of Registration	_____
___ Photocopy of recent BIR form 1903	_____
___ Certified True Copy of SEC Certificate	_____
___ Certified True Copy of Articles of Incorporation & By Laws, Partnership & Association Registered with SEC	_____

C. ADDITIONAL REQUIREMENTS

___ MINOR- Photocopy f Birth Certificate	_____
___ MINOR- Approved Court Order Appointing the parents/legal guardian If the property will be registered to a Minor	_____
___ SPA-2 Original Copies of duly notarize SPECIAL POWER OF ATTORNEY	_____
___ MARRIED- Photocopy of Marriage Certificate	_____
___ SEPARATED-Certificate of Finality/ Entry of judgment of the Court Order Granting the legal separation/ annulment Decree of divorce	_____
___ WIDOWED- Copy of Death Certificate	_____
___ SINGLE-Certificate of No Marriage	_____

ADDITIONAL FOR HMDF FINANCING (30 DAYS AFTER RESERVATION)

___ Approved Membership Status	_____
___ Verification Slip (MSVS)w/Preliminary Housing Loan Questionnaire (PHLQ) – HDMF Form	_____
___ Loan Application Form (Original w/ 1xq id and notarized	_____

ADDITIONAL FOR BANK FINANCING (30 DAYS AFTER RESERVATION)

___ Loan Application Form	_____
___ List of Major Suppliers or Customers w/ contact information (for corporate only)	_____

I have read and understood the checklist of required documents which I need to submit to WEE COMMUNITY DEVELOPERS, Inc. On or before required dates	
Buyer's signature over printed name	Receiving Officer's signature over printed name
Date:	Date: