

INITIAL REQUIREMENTS FOR HPR & GMR

1. Reservation fee
Php 20,000 for unit & Php 20,000 for parking
2. Reservation Agreement (RA)
3 original sets with original signatures
3. Letter of Intent (LOI)
3 original sets with original signatures
4. Buyer's info sheet (BIS)
3 original sets with original signatures
5. Two (2) valid government ids with 3 specimen signatures. If married, the spouse is also required to submit his/her 2 valid ids.
6. Two (2) pcs of 2x2 photo with white background
7. Signed Proposal sheet
8. Post dated checks atleast 6 months

HPR BANK ACCOUNT: (DEPOSIT)

Account name:

WEE COMMUNITY DEVELOPERS, INC.

BDO: 007540090135

SECURITY BANK: 0000-000712-849

RESERVATION AGREEMENT

I/We _____ of legal age, a resident of _____ and having the capacity and qualification to own and possess real estate properties in the Philippines, hereby manifest my/our intention to purchase the herein below described property.

I/We hereby acknowledges that _____ (hereinafter known as the "Developer/Company"), a corporation duly organized and existing by virtue and under the laws of the Republic of the Philippines, with office at _____

is the owner and Developer of a CONDOMINIUM PROJECT known as _____ (the "Project"), to be established and constructed along _____

The Property subject to my/our reservation is a unit and is particularly described as follows:

Unit	
Floor	
Floor Area	
Unit Finish	
Total Selling Price	Php
Less: Discounts	Php
Net Selling Price	Php
Add: Legal & Miscellaneous Fees	Php
Add: Bank Fees	Php
Add: VAT	Php
Total Contract Price	Php
Equity (%) of TCP	Php
Full Balance (%) of TCP	Php

TERMS AND CONDITIONS

- As proof of my interest to purchase the Property, I hereby tender the sum of PESOS: _____ (P. _____) as Reservation Fee, exclusive of VAT, in order to reserve the Property for our intended purchase which shall be effective for a period of thirty (30) days from payment of the Reservation Fee. I understand and acknowledge that the Reservation fee is non-refundable. Should I decide to cancel my reservation; fail to submit all the documentary requirements, including this Reservation Agreement; under the attached Annex A; or fail to pay the amounts due on the due dates prescribed under the attached Annex B, for any reasons whatsoever, I agree that my reservation shall lapse and my Reservation Fee shall be forfeited in favor of the Company. I will hold the company free and harmless for thereafter releasing and offering the Property to other interested buyers.
- I acknowledge that the Company reserves the right to accept or deny this request for reservation and is non-transferable. Likewise, subject to written request by me, the Company, at its sole discretion, may extend this reservation for a period of not more than fifteen (15) days within which to make the down payment.
- I acknowledge that in the event my application to purchase the property is accepted, the Reservation Fee shall automatically form part of the required down payment. Upon being notified of the acceptance of my offer to purchase the Property, I shall remit, within the period required by the company, the down payment and/or balance, and the complete post-dated cheques, in accordance with the Schedule of Payment (inclusive of VAT and other charges), without need of further demand. Any and all payments made to any individual, realtor, broker, employee or to a party other than the Company for safekeeping in favor of or for transmittal to the Company shall be at my sole and exclusive risk and responsibility, and shall not bind nor make the former answerable in any

way thereof unless and until actually received, receipted and validated by the Company's Cashier or officer duly authorized by the Company. All checks for payment shall be crossed and shall be made payable only to the Company under the corporate name: _____

I/We, my Contract to Sell for the Property shall be submitted to the Company all necessary documents and postdated checks in such amounts and on such dates as are in accordance with the Schedule of Payment. The Contract to Sell shall be executed and signed by me within thirty (30) days from date of receipt of the Contract to Sell. Should I fail to submit the duly signed Contract to Sell within the said period, this Reservation Agreement shall be cancelled.

- I understand and agree that this Agreement only gives me 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 by the execution of this Agreement. The Company retains title and ownership of the Property until I shall have fully paid all amounts due to the Company for the purchase of the Property.
- In the event that I/we avail ourselves of bank financing to finance the purchase of the subject property, I/we hereby authorize the Company to submit on my/our behalf all available income documents in its possession and my/our personal information to the banks and/or credit investigators (CMAP) for the purpose of loan application pre-assessment.
- I confirm that I have personally inspected the plans and specifications of the Property, studied and verified the Project site and its proximate location and layout of my requested Property and I find the same to be acceptable and satisfactory. I acknowledge that I have independently ascertained and evaluated all materials, facts and technical information related to the purchase of the Property and that I am satisfied with what has been explained to me by the Property Specialist/Broker who assisted me. I further understand that the sizes and/or numbering of the condominium units and parking spaces are subject to adjustments in accordance with the approved building plan or amendments thereon and I agree that the Developer reserves the right to revise architectural and floor plans without my consent.
- I hereby authorize the Developer of the Project to organize the Project's governing homeowner's association or Condominium Corporation, as applicable.
- CANCELLATION OF RESERVATION. I/We, hereby agree that _____ shall have the right to automatically cancel my/our reservation without further notice and without need of judicial rescission and to forfeit as liquidated damages my/our reservation fee and whatever other payments I/We have made, with any and all rights to the unit(s) considered waived by me/us in favor of _____

- In the event of any of the following:
- Failure to appear in person at the Developer's offices for Counseling within Fifteen (15) days from payment of the Reservation Fee;
 - Failure to submit complete documentary requirements under Annex A within Thirty (30) days for the locally employed and Sixty (60) days for OFW's from payment of the Reservation Fee;
 - Failure to pay the first equity payment within thirty (30) days from payment of Reservation Fee;

Buyer's signature over printed name & Date signed _____

Confirmed/Accepted: _____

Signature over printed name & Date signed _____

BUYER'S INFORMATION SHEET (INDIVIDUAL)

Project Name: _____

PRINCIPAL BUYER

LAST NAME: _____ Gender: Male Female
 FIRST NAME: _____ Citizenship: _____
 MIDDLE NAME: _____ Civil Status: Single Married
 Date of Birth (mm/dd/yyyy): _____ Age: _____
 Birth Place: _____ Tin No.: _____ Gov't Issued Id: _____

CONTACT INFORMATION

Home Address: _____
 _____ Zip Code: _____
 Permanent Address: (Please disregard if the same as Home Address) _____
 _____ Zip Code: _____

E-mail Address: _____
 Telephone No.: _____ Mobile No.: _____ Viber No.: _____
 Facebook: _____ WhatsApp: _____ Fax No.: _____
 Preferred Mailing Address: Home Address Permanent Address
 Preferred Mode of Contact: Telephone Mobile E-mail Others _____

EMPLOYMENT INFORMATION

Locally Employed Self Employed Licensed Professional OFW- Land Based Retired
 Position/Title: _____ Office Telephone No.: _____
 Employer/Business Name: _____ Office E-mail Address: _____
 Employer/Business Address: _____ Zip Code: _____

SPOUSE/CO-BUYER INFORMATION (if applicable)

LAST NAME: _____ Gender: Male Female
 FIRST NAME: _____ Citizenship: _____
 MIDDLE NAME: _____ Civil Status: Single Married
 Date of Birth (mm/dd/yyyy): _____ Age: _____
 Birth Place: _____ Tin No.: _____ Gov't Issued Id: _____

CONTACT INFORMATION

Permanent Address: _____
 _____ Zip Code: _____
 E-mail Address: _____
 Telephone No.: _____ Mobile No.: _____ Fax No.: _____

EMPLOYMENT INFORMATION

Locally Employed Self Employed Licensed Professional OFW- Land Based Retired
 Position/Title: _____ Office Telephone No.: _____
 Employer/Business Name: _____ Office E-mail Address: _____
 Employer/Business Address: _____ Zip Code: _____

BUYER'S PROFILE

Source of Funds	Principal	Spouse	Gross Monthly Income	Principal	Spouse	Current Home Ownership
Employment	<input type="checkbox"/>	<input type="checkbox"/>	Below 20,000	<input type="checkbox"/>	<input type="checkbox"/>	Owned <input type="checkbox"/>
Business	<input type="checkbox"/>	<input type="checkbox"/>	20,001 to 40,000	<input type="checkbox"/>	<input type="checkbox"/>	Rentred <input type="checkbox"/>
Inheritance	<input type="checkbox"/>	<input type="checkbox"/>	40,001 to 60,000	<input type="checkbox"/>	<input type="checkbox"/>	Owned by Parents <input type="checkbox"/>
Remittance	<input type="checkbox"/>	<input type="checkbox"/>	60,001 to 80,000	<input type="checkbox"/>	<input type="checkbox"/>	length of stay _____
Others	<input type="checkbox"/>	<input type="checkbox"/>	80,001 to 100,000	<input type="checkbox"/>	<input type="checkbox"/>	
Specify:			100,001 and above	<input type="checkbox"/>	<input type="checkbox"/>	

Primary Purpose for Buying: Primary Home Retirement Home Investment (Buy and Sell)
 Investment (Lease) Others: _____ specify _____

How did you know About the Project? Word of Mouth Broker/Sales Agent Flyer/Leaflet Referral
 Internet/Webpage Exhibition Others _____

I hereby certify that the above information is true, correct, accurate and complete. I also authorize Wee Communities to obtain information from my employer and other references included herein. I also certify that the signature appearing herein is my signature.

BROKER/AGENT'S NAME

Sales Agent: _____ PRC #: _____
 Brokerage: _____ PRC #: _____ Principal's Signature Over: Printed Name _____
 Head Broker: _____ PRC #: _____
 Broker Manager: _____ PRC #: _____ Date signed: _____

LETTER OF INTENT

Date: _____

GENTLEMEN:

This is to formally signify my/our intent to purchase a property in your proposed project, the details of which is as follows:

Floor No.		Net Selling Price	
Unit No.		Add: VAT	
Unit Type		Add: LMF	
Unit Gross Area		Add: Bank Fees	
Payment Scheme		Total Contract Price	

I/We hereby agree to pay _____ (PHP _____) and Intent to Purchase Deposit equivalent to the first _____ equity consisting of the following post dated checks as proof of our interest to purchase the above-referenced unit:

BANK/BRANCH	ACCOUNT NO.	ACCOUNT NAME	CHECK NO.	DATE	AMOUNT

I/We understand that the acceptance of this Letter of Intent and Intent to Purchase Deposit does not represent a reservation or an accepted offer of contract, until the submission, completion and execution of the following documents, namely, Reservation Agreement, Contract to Sell, including tender of complete post-dated checks as stipulated in the attached Monthly Deposit Schedule.

In this connection, I am/we are willing to sign all the necessary documents and to pay the monthly equity on time as stated in the attached Schedule once duly informed by the Company that the above-referenced property is available for sale.

Finally, I/we confirm that the forgoing Letter of Intent, the attached Schedule of Payment and Buyer Information Sheet, particularly the details and fine print thereof, were duly explained and as such sign the attached Counseling Form as further proof that we have voluntarily, willingly and knowingly signed this Letter of Intent and tendered the Intent to Purchase Deposit as further proof of our interest in the above-referenced property.

Thank you.

Very truly yours,

Signature over Printed Name
Interested Purchaser

Prepared by:

Signature over Printed Name
Broker

WHITE - FILE COPY

PINK - CLIENT'S COPY

YELLOW - BROKER'S COPY

GREEN - BANK'S COPY

Version 2.0_130.2018

Version 1.0_6.28.2018

BUYER'S INFORMATION SHEET (INDIVIDUAL)

Project Name: _____

PRINCIPAL BUYER

LAST NAME _____ Gender Male Female
 FIRST NAME _____ Citizenship _____
 MIDDLE NAME _____ Civil Status Single Married
 Date of Birth (mm/dd/yyyy) _____ Age _____
 Birth Place _____ Tin No. _____ Gov't Issued Id _____
 Separated Widow/er

CONTACT INFORMATION

Home Address _____
 _____ Zip Code _____
 Permanent Address: (Please disregard if the same as Home Address)
 _____ Zip Code _____
 E-mail Address _____
 Telephone No. _____ Mobile No. _____ Viber No. _____
 Facebook _____ WhatsApp _____ Fax No. _____

I hereby certify that the above information is true, correct, accurate and complete. I also authorize Wee Communities to obtain information from my employer and other references included herein. I also certify that the signature appearing herein is my signature.

BROKER/AGENT'S NAME

Sales Agent Juan Dela Cruz
 Brokerage ABCD Realty
 Head Broker Albert Perez
 Broker Manager Kimberly Chuvanes

PRC # _____
 PRC # 1234567
 PRC # 1234567
 PRC # _____

Principal's Signature Over Printed Name
 Date signed: Jan.18, 2019
 Version 2.0_1.16.2019

Preferred Mailing Address _____
 Preferred Mode of Contact _____

EMPLOYMENT INFO

Locally Employed
 Position/Title _____
 Employer/Business Name _____
 Employer/Business Address _____
 _____ Zip Code _____

LAST NAME _____
 FIRST NAME _____
 MIDDLE NAME _____
 Date of Birth (mm/dd/yy) _____
 Birth Place _____

CONTACT INFORMATION

Permanent Address _____
 _____ Zip Code _____
 E-mail Address _____
 Telephone No. _____

EMPLOYMENT INFO

Locally Employed
 Position/Title _____ Office Telephone No. _____
 Employer/Business Name _____ Office E-mail Address _____
 Employer/Business Address _____ Zip Code _____

BUYER'S PROFILE

Source of Funds	Principal	Spouse	Gross Monthly Income	Principal	Spouse	Current Home Ownership
Employment	<input type="checkbox"/>	<input type="checkbox"/>	Below 20,000	<input type="checkbox"/>	<input type="checkbox"/>	Owned <input type="checkbox"/>
Business	<input type="checkbox"/>	<input type="checkbox"/>	20,001 to 40,000	<input type="checkbox"/>	<input type="checkbox"/>	Rented <input type="checkbox"/>
Inheritance	<input type="checkbox"/>	<input type="checkbox"/>	40,001 to 60,000	<input type="checkbox"/>	<input type="checkbox"/>	Owned by Parents <input type="checkbox"/>
Remittance	<input type="checkbox"/>	<input type="checkbox"/>	60,001 to 80,000	<input type="checkbox"/>	<input type="checkbox"/>	length of stay _____
Others	<input type="checkbox"/>	<input type="checkbox"/>	80,001 to 100,000	<input type="checkbox"/>	<input type="checkbox"/>	
Specify:			100,001 and above	<input type="checkbox"/>	<input type="checkbox"/>	

Primary Purpose for Buying: Primary Home Retirement Home Investment (Buy and Sell)
 Investment (Lease) Others: specify _____

How did you know About the Project? Word of Mouth Broker/Sales Agent Flyer/Leaflet Referral
 Internet/Webpage Exhibition Others _____

I hereby certify that the above information is true, correct, accurate and complete. I also authorize Wee Communities to obtain information from my employer and other references included herein. I also certify that the signature appearing herein is my signature.

BROKER/AGENTS NAME

Sales Agent _____ PRC # _____
 Brokerage _____ PRC # _____
 Head Broker _____ PRC # _____
 Broker Manager _____ PRC # _____
 Date signed: _____
 Version 2.0_1.16.2019



INITIAL REQUIREMENTS FOR HPR & GMR

- Documentation Team will decline reservation if:
 - BIS Buyer's Information Sheet is not fully filled up
 - Status is married but no Information on Spouse
 - OFW and no Information of Atty-in-Fact
 - Buyer does not meet income capacity

HIT DATES

CURRENT MONTH

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NEXT MONTH

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

EQUITY PAYMENTS

- PDC's should be made payable to **WEE COMMUNITY DEVELOPERS, INC.** until LTS is released
- C&C will issue an Acknowledgement Receipt without company name and/or project logo
- C&C will call the buyer once the payment is cleared and verified
- No Statement of Account will be sent to the buyer until LTS is released

- Upon LTS release, PDC's should be made payable to **METRO WORX PROPERTIES INC.**

- **5 Days Prior to HIT DATE**
 - C&C will send a text message to all buyers to remind them of payment amount and due date

BUYER'S ONBOARDING

- Sign Onboarding Checklist
- Sign Blank Reservation Agreement
- Buyers will be given list of Documentary Requirements for submission within 30 or 60 days
- Only the Official Buyer and Attorney-in-Fact is allowed to Attend
- Sales should not change or invalidate the information discussed during counseling

LOAN PRE QUALIFICATION

✓ Income Capacity

Gross Income of the Buyer should be at least x3 of the monthly amortization with the bank of choice

✓ Civil Status

Failure to declare the real civil status will often lead to non- approval

✓ Age

Financing institutions only approve loans to people below 65 years of age

✓ CMAP(Credit Investigation)

Unpaid loans, credit card balances have to be settled prior to approval