



BUYER'S INFORMATION SHEET

***PLS. FILL USING BLOCK LETTERS**

BUYER'S INFORMATION	Name				
	Nationality		Civil Status		Sex
	Date of Birth				
	Home Address		Tel. No./Fax No.		
	Present Address (for buyer's abroad)				
	Employer (or Business Name, if self-employed)				
	Office Address				
	Position		Tel. No./ Fax No.		SSS No.
	Tin	CTC No.	Issued at	Issued on	

CO-APPLICANT	Name				
	Nationality		Civil Status		Sex
	Date of Birth				
	Home Address		Tel. No./Fax No.		
	Present Address (for buyer's abroad)				
	Employer (or Business Name, if self-employed)				
	Office Address				
	Position		Tel. No./ Fax No.		SSS No.
	Tin	CTC No.	Issued at	Issued on	

SPOUSE	Name of the Spouse				
	Nationality		Date of Birth		
	Employer (or Business Name, if self-employed)				
	Office Address				
	Position		Tel. No./ Fax No.		SSS No.
	Tin	CTC No.	Issued at	Issued on	

* For married buyers: For purposes of Contract to Sell/ Deed of Absolute Sale preparation, I want the document/s to be in: (check box)

- My name (with marital consent)
- Our name as SPOUSES
- Others, Please specify: _____

PROJECT DESCRIPTION	PROJECT NAME:			
	House & Lot		Lot Only	
	Phase :		Phase :	
	Block :		Block :	
	Lot :		Lot :	
	Lot Area :	Floor Area :	Lot Area :	Floor Area :
	sqm.	sqm.	sqm.	sqm.
House Model :		Lot Type :		

WORK SHEET

Selling Price/Contract Price	_____
Less: Discount (___%) (Applicable to IHF/BF)	_____
Net Selling Price/ Net Contract Price	_____
Add: Processing Fee (Pag-ibig only)	_____
Total Contract Price	_____
Less: Loanable Amount	_____
Downpayment (___%)	_____
Less: Discount (___%) (Applicable to IHF/BF)	_____
Reservation Fee	_____
Net Downpayment	_____
Payable in ___month/s	_____
Remaining Balance(____%) <input type="checkbox"/> In-House <input type="checkbox"/> Pag-ibig <input type="checkbox"/> Bank	_____
Loan Balance	_____
Interest Rate	_____
No. of Years to Pay	_____
Monthly Amortization	_____
Computed by:	Checked by:
_____	_____
Agent/Broker (Signature Over Printed Name)	MSD Representative

CHECKLIST OF MAJOR REQUIREMENTS

IN-HOUSE FINANCING	PAG-IBIG FINANCING	BANK FINANCING
<input type="checkbox"/> Postdated Checks-to cover the equity / downpayment plus 24 pieces for the monthly amortizations and Transfer Cost.	<input type="checkbox"/> 2 Valid Identifications (ex.Postal ID, SSS ID, TIN ID)	<input type="checkbox"/> Post dated checks to cover the downpayment
<input type="checkbox"/> 4 pieces 1x1 ID picture w/ signature at the back	<input type="checkbox"/> 4 pieces 1x1 ID picture w/ signature at the back	<input type="checkbox"/> 4 pieces 1x1 ID picture w/ signature at the back
<input type="checkbox"/> 2 Valid Identifications (ex.Postal ID, SSS ID, TIN ID)	<input type="checkbox"/> Latest Community Tax Certificate & Photocopy of Passport (OFW)	<input type="checkbox"/> 2 Valid Identifications (ex.Postal ID, SSS ID, TIN ID)
<input type="checkbox"/> Tax Identification Number	<input type="checkbox"/> Tax Identification Number	<input type="checkbox"/> Tax Identification Number
<input type="checkbox"/> Latest Community Tax Certificate & Photocopy of Passport (OFW)	<input type="checkbox"/> Birth Certificate or Marriage Contract	<input type="checkbox"/> Latest Community Tax Certificate
<input type="checkbox"/> Birth Certificate or Marriage Contract	<input type="checkbox"/> Proof of Billing(ex. MERALCO, WATER,TELEPHONE Bills)	<input type="checkbox"/> Photocopy of Passport (OFW)
<input type="checkbox"/> Proof of Billing(ex. MERALCO, WATER,TELEPHONE Bills)	<input type="checkbox"/> SPA for OFW(Notarized by the Consul /Embassy)	<input type="checkbox"/> Birth Certificate or Marriage Contract
<input type="checkbox"/> Proof of Income(ex. COE,CEC, payslip,bus permit)	<input type="checkbox"/> Latest 24 Months Pag-ibig Remittance	<input type="checkbox"/> Proof of Billing(ex. MERALCO, WATER,TELEPHONE Bills)
<input type="checkbox"/> SPA for OFW(Notarized by the Consul/Embassy)	<input type="checkbox"/> MSVS Approval	<input type="checkbox"/> Certificate of Employment & Compensation
<input type="checkbox"/> Spouse Reqts(if applicable) TIN, 2 Valid IDs SPA if necessary	<input type="checkbox"/> COE, & 1 month payslip or ITR (self or locally employed)	<input type="checkbox"/> Latest and Original Payslip
	<input type="checkbox"/> SEC/DTI Reg.,Business Permit & ITR (self or locally employed)	<input type="checkbox"/> Income Tax Return (ITR) at least 2 years
	<input type="checkbox"/> Valid Contract of Employment(for OFW)	<input type="checkbox"/> SPA for OFW (notarized by the Consul/ Embassy)
	<input type="checkbox"/> Spouse Reqts(if applicable) TIN, 2 Valid IDs SPA if necessary	<input type="checkbox"/> Spouse Reqts(if applicable) TIN, 2 Valid IDs, SPA if necessary

Failure on my part to comply the above requirements including payments, within 30 days upon payment of the reservation fee shall mean forfeiture on my reservation agreement and other payment as liquidated damages.

GENERAL REMINDER

To All Highview Communities Valued Clients:

Please be reminded of our policies and guidelines:

- ❖ Reservation is on a first come first serve basis, Reservation Fee is non refundable, and must have a complete Reservation documents:
- ❖ Non-compliance of requirements and non-payment of 1st down payment as scheduled w/n 30 days from reservation date means forfeiture of Reservation Fee and Opening of unit/lot purchased;
- ❖ Down payment starts 30days after reservation date, covered by PDCs, due date fall as follows: (DP and/ or Mo. Amortization)

Reservation Date		Due Date
<input type="checkbox"/> 1st-6th day of the month	=	7th day of the following month
<input type="checkbox"/> 7th-13th day of the month	=	14th day of the following month
<input type="checkbox"/> 14-20th day of the month	=	21st day of the following month
<input type="checkbox"/> 21st-30th day of the month	=	28th day of the following month

- ❖ Monthly amortization to start 30 days after full down payment covered by Post Dated Checks
- ❖ Only authorized cashier are allowed to accept payments, and to issue receipt;
- ❖ Agents or Broker are not allowed to issue check in behalf of their clients, nor to accept payments from their clients;
- ❖ The DEVELOPER is not responsible in any payments made to Agents or Broker not remitted to the DEVELOPER'S AUTHORIZED Cashier;
- ❖ Forfeiture, Cancellation, penalties, and restrictions are stipulated in the Reservation Agreement, Contract to Sell and Deed of Restrictions;

TURN OVER OF PROPERTY :

House and Lot

- In-House Financing : Full payment of 20% DP, complete requirements w/ 24 pcs PDCs for M.A. and T.Cost, subject to Move-In/Turn-over Guidelines.
- Bank Financing : with Loan Guarantee from the bank/institution, subject to Move-In/Turn-over Guidelines.
- Pag-IBIG Financing : after loan release from Pag-IBIG, w/ 24pcs. PDC for M.A., subject to Move-In/Turn-over Guidelines.

LOT Only

- Deferred Cash / Installment thru In-house Financing after Full Payment of 50% of TCP subject to Move-In/Turn Over guidelines

CONSTRUCTION :

- H & L : Buyers own improvement such as extension of house or perimeter fence for RFO units shall be done when Move-in/Turn Over Clearance has been issued;
- Lot only : after full payment of 50% of TCP, Lot Acceptance, Move-In Clearance & payment of Move-In Fees, construction bond, house plan pre-approved by Technical Department, Approved Plan from LGU and Bldg. permit

NOTE: PELCO application & payment is under Buyer's account

FEES :

- Management Fee (Move In Fee) :
 - HOA Monthly Dues (H&L : to be paid before occupying the unit or after paying the 20% of TCP whichever comes first) (LOT Only : to be paid after 50% payment of TCP);

- One Time Membership Fee (H&L : to be paid before occupying the unit or after paying the 20% of TCP whichever comes first) (LOT Only : to be paid after 50% payment of TCP);
- Water Connection Fee (for “Lot only” prior to construction/improvement, H&L prior to occupancy of unit);
- Real Property Tax
- Amendment Fee (if applicable: P2,500.00) - Restructuring, change of due date, change of payment scheme, change of principal applicant during down payment period;
- Transfer Cost : (In House Financing) to be paid simultaneously with the scheduled monthly amortizations
- Transfer of Right (if applicable: P10,000.00)
- Transfer of Unit (if applicable: P5,000.00)
- Transfer of Financing (if applicable : P5,000.00) from In-house to Pag-IBIG Financing
- Pag-IBIG Fund Processing Fee : 10% of Loan Value for H&L; 10% of TCP for LOT Only (Note : Subject to change w/o prior notice)
- Construction Bond (to be paid prior to lot or house improvement/construction)
 - Construction of House in Lot Only : P40,000.00
 - Improvement (extension of house, completion of Bare unit, perimeter fence): P10,000.00
- Water Bill (base on Water consumption to be paid every 17th day of the mo., penalty of 10% from total amount due for late payment

Penalty or Surcharges : 2.5% per month for late payments

I/We shall make payments directly to **Nature Realty & Development Corp.** **Taifu Realty & Development Corp.** **Ongching Realty & Development Corp.** at *4-A Nature Mansion Bldg., 187 B. Serrano cor. P Jacinto St., Caloocan City*. That payments I/We made to agents or real estate brokers SHALL BE MY/OUR SOLE EXCLUSIVE RESPONSIBILITY AND RISK and any or all receipts shall not be recognized by the company as valid payments unless the same have been duly signed and issued by the authorized officer and/ cashier.

I/We hereby certify that all the information stated above is true and correct.

By:

Witnessed by:

Buyer's Signature Over Printed Name

Site Customer Service Staff/Cashier

Agent