

HIGHVIEW COMMUNITIES SALES HANDOUT

2 STAGES OF SALE

Stage 1: TEMPORARY RESERVATION (TR)

- 5,000.00 Reservation Fee
- Proof of Income
- Proof of Billing (Original Copy)
- 2 valid Gov't ID's of Principal Buyer
- Community Tax Certificate of Principal Buyer
- Signed and Completely filled up Buyer's Information Sheet

Stage 2: OFFICIAL RESERVATION (OR) within 15 days

- Birth Certificate (single) or Marriage Certificate (married)
- Tax Identification Number (TIN) of Principal Buyer
- 2 valid Gov't ID's of Spouse (if married)
- 4pcs. 1x1 ID pictures w/ signature at the back
- TIN & CTC of Spouse (if married)
- CTC & 2 valid ID's of Atty-in-fact
- Notarized In-House SPA (temporary while waiting for Consularized SPA)
- Consularized SPA
- Signed Reservation Agreement, CTS & DOR
- Postdated checks to cover downpayment plus 24 pieces Monthly Amortizations and Transfer Cost

For HDMF Application:

- Latest 24 mos. Pag-IBIG contribution
- Membership Status Verification Slip (MSVS)
- Valid & Latest Employment Contract (OFW)
- Require co-borrower for HDMF buyers if income does not fall under the requirements as per HDMF guidelines

Self-Employed:

- Audited Financial Statement
- Balance Sheet
- Official Receipt of Tax Payments
- Latest Business Permit

Proof of Income: Financial Documents

In-House Financing - any one of the following

- Income Tax Return
- Certificate of Employment w/ Compensation
- 1 month payslip
- Bank Statement
- Proof of remittance
- Contract of Employment-OFW

HDMF or BF – all of the following:

- Income Tax Return
- Notarized Certificate of Employment & Compensation
- 1 month payslip
- Contract of Employment-OFW

Is your client QUALIFIED?	
Net Monthly Income	P 95,000.00
x Credit Ratio	X 40%
Net Disposable Income	P 38,000.00
SAMPLE COMPUTATION: GRACE DUPLEX	
Total Contract Price	P 1,300,000.00
20% Downpayment	P 260,000.00
Res. Fee	P 5,000.00
DP for 12 mos.	P 260,000.00
80% Balance	P 1,040,000.00
M.A. for 3 yrs.	P 35,544.73
M.A. for 5 yrs.	P 25,290.78
M.A. for 7 yrs.	P 21,858.55

IMPORTANT BUYER'S CONCERNS

Conditions to START HOUSE CONSTRUCTION (for Non-RFO Units)

- Complete Requirements with PDC's
- 3 months before full payment of 20%
- Release of Notice to Construct

Conditions for HOUSE & LOT TURN-OVER

- Complete Requirements with PDC's
- Full payment of 20% DP (In-House Financing)
- Loan Take-out (Pag-IBIG Financing)
- With Loan Guarantee (Bank Financing)
- Signed House & Lot Acceptance
- Move-in Clearance & Payment of Move-In Fees

Conditions for LOT ONLY TURN-OVER

- Complete Requirements with PDC's
- Full payment of 50% of Total Contract Price
- Signed Lot Acceptance
- Move-in Clearance & Payment of Move-In Fees

HOUSE IMPROVEMENT/CONSTRUCTION

- ❖ HOUSE & LOT:
 - 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:

- I. Move-In Fees:
 - ❖ HOA Monthly Dues
 - House & Lot: 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
 - ❖ Water Connection Fee
 - House & Lot: prior to occupancy of unit
 - Lot Only: prior to construction/improvement
 - ❖ Real Property Tax
- II. Amendment Fee (if applicable P2,500.00) – Restructuring, Change of due date, change of payment scheme, change of principal applicant during down payment period
- III. Transfer Cost:
 - In-House Financing: to be paid simultaneously with the scheduled monthly amortizations
 - Bank Financing: Upon approval of Loan
- IV. Transfer of Right (if applicable) : P10,000.00
- V. Transfer of Unit (if applicable) : P5,000.00
- VI. Transfer of Financing (if applicable) : 5,000.00 from IHF to HDMF
- VII. Pag-IBIG Fund Processing Fee : 10% of Loan Value for House & Lot; 10% of TCP for Lot Only (Note: Subject to change w/o prior notice
- VIII. Construction Bond (to be paid prior to construction)
 - ❖ Construction of House & Lot : P40,000.00
 - ❖ Improvement (extension of house, completion of Bare Unit, perimeter fence) P10,000.00
- IX. Water Bill (base on water consumption to be paid every 17th day of the month, penalty of 10% from total amount due for late payment

Penalty or Surcharges: 2.5% per month for late payments