

## Buyer's Guide

### A step-by-step guide to purchasing land in an Alsons Properties Community

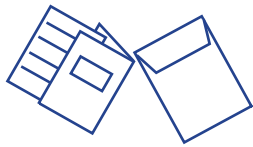


#### 1 Pay the reservation fee

Reservation fee must first be settled. There are two ways to do this:

1.) For cash and checks, clients can make a payment at the cashier at the Alsons Properties office. All check payments must be in the name of Alsons Development & Investment Corporation.

2.) Payments can also be deposited to our bank accounts, provided you send us a proof of payment and a photo/scanned copy of the deposit slip either through fax at **(63-82) 2279609** or **22464715** or by email at **info@alsonsproperties.com**.



#### 2 Submit the required forms

Upon payment of the reservation fee, clients are required to accomplish and submit the following:

- TIN Verification Slip
- Contract Details Form
- Reservation Agreement Form

- Call Slip
- Photocopy of one (1) valid government issued ID



#### 3 Settle the required payments

The client is given 15 to 60 days from the date of payment of the reservation fee to make the required payments. Depending on the type of payment plan selected, that could be:

- a down payment  
*or*
- the full balance

*Payment process is similar to the payment of the reservation fee.*



#### 4 Submit the additional requirements

In addition to the initial requirements, there are other documents that must be submitted to Alsons to process the purchase.

- Photocopy of any valid government issued ID (SSS, GSIS, Driver's License, PRC, passport) with specimen signature
- Photocopy of Tax Identification number (TIN) verification slip from the Bureau of Internal Revenue (BIR)
- Postdated checks (for equities and amortizations)

##### **If married, clients are also required to provide:**

- Photocopy of spouse's government issued ID with specimen signature
- Photocopy of marriage certificate

##### **If married to a foreigner, clients are also required to provide the following:**

- Photocopy of client's government issued ID with specimen signature
- Notarized waiver to be executed by the foreign spouse stating that the funds used for the purchase of the property comes from the Filipino spouse

##### **If represented by an Attorney-in-Fact, clients are required to submit the following:**

- Original copy of the notarized Special Power of Attorney (SPA)
- Photocopy of any valid government issued ID of the SPA with specimen signature



## 5 Sign the contract and pay the processing fee

Once the payments have been made, the Contract to Sell (for installment plans) or Deed of Absolute Sale (for cash term) will be prepared.

Client will be required to affix their signatures on the document. Contract will then be notarized and filed. The client will be given a copy of the contract.

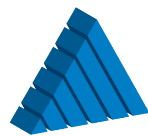
Clients must also pay the processing fee for the transfer of the title.

*Note: Transfer of Title will only be processed upon full payment of Contract Price, Processing Fees and submission of documentary requirement (Deed of Absolute Sale, IDs, TIN Verification Slip, etc.).*



## 6 Move in to your new property

The property will be turned over to the buyer once the full amount is paid if Cash Term or loan proceeds is received from Pag-ibig or bank.



**ALSONS**  
P R O P E R T I E S

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