Letter of Intent

Date: _____

Alsons Development and Investment Corporation
329 Bonifacio St., Davao City

Gentlemen:

I/We hereby manifest my/our intent to purchase _____ lot(s) / unit(s) in:

Project: ☐ Northtown ☐ Northcrest ☐ Eden Ridge ☐ Narra Park Residences

Location Ph: _____ Blk: _____ Lot/Unit: _____

For your reference, please see my information below:

Name: _____

Address: _____

Citizenship: _____

Contact No.: _____

Email Address: _____

I understand and agree on the following :

- *That this document does not signify official booking of the sale.*
- *That the purpose of this document is* ***only to BLOCK-OFF the lot/unit within SEVEN (7) WORKING DAYS*** *.*
- *That I must submit all complete requirements and reservation fee not later than _____ to officially record the above-mentioned lot/unit as a sale, otherwise, Alsons Dev will* ***automatically*** *open the blocked off lot/unit to other interested prospect buyers.*

Sincerely yours,

_____ _____
Name of Client & Signature Date

Received by:

_____ _____
Name & Signature Date

ALSONS PROPERTIES

CHECKLIST FOR CLOSING OF SALE

This checklist provided is the Buyer's guide during the closing of the sale: This will guide the Buyer on the list of requirements to be submitted and fees to be paid.

	Details
1.	Reservation Fee, Downpayment or Lot Amortizations can be paid through the following options: a. Cash / Check – directly paid to our Cashier b. Direct deposit to our Bank Accounts Proof of remittance/deposit may be faxed to (63-82) 2279609 or 2264715, or email to the following: **salesadmin@alsonsdev.com** or **aldev_arfinance@alcantaragroup.** Check payments should be in the name of **ALSONS DEV** or **ALSONS DEVELOPMENT & INVESTMENT CORPORATION**.
2.	Documents to be accomplished to complete the purchase and prepare the CTS and/or DAS.
	BASIC REQUIREMENTS – Duly Accomplished Contract Details Form (CDF) and Reservation Agreement Form (RAF) – Photocopy of TIN Verification Slip, Individual Buyer's Declaration and Certificate of Registration (if engaged in business) from BIR – Post Dated Checks (for equity and amortization) – Photocopy of any valid government issued ID (SSS, GSIS, Driver's License, PRC, passport, etc.) with specimen signature – If married, photocopy of the spouse's government issued ID with specimen signature – If represented by an Attorney-in-Fact: • Original Copy of the Notarized Special Power of Attorney (SPA) • Photocopy of any valid government issued ID of the SPA with specimen signature
	ADDITIONAL REQUIREMENTS FOR: **A. FILIPINO WHO CHANGED CITIZENSHIP** – Notarized/Consularized Sworn Statement (stating Filipino family roots and intention to reside in the Philippines (BP 185))
	B. FILIPINO MARRIED TO A FOREIGNER – Notarized/Consularized Waiver to be executed by the foreign spouse (stating that the money used for the purchase of the property comes from the Filipino buyer and not from the Foreign spouse)
	C. BUYER IS A CORPORATION ***To be complied by the Authorized Representative or Signatory*** – Photocopy of any valid government issued ID (SSS, GSIS, Driver's License, PRC, passport, etc.) with specimen signature ***To be complied by the Corporation*** – SEC Registration – Articles of Incorporation and By-Laws – Notarized Board Resolution (approving the purchase and its authorized signatory to perform particular tasks must be indicated) – Photocopy of the TIN Verification Slip of the corporation – Certificate of Registration (COR) of Business
3.	Additional expenses to be shouldered by the BUYER when purchasing a property: a. Processing Fee for the transfer of the Title b. Membership Fee (one-time payment fee) for Homeowners Association c. Monthly Association Dues Notes : 1. *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.)* 2. *Processing Fees will be billed 30-days after full payment of Contract Price.*
4.	Association dues to be collected upon execution of the CTS and/or DAS: a. Association dues may vary depending on project, as of July 2019: Northcrest – P 3.00 per sq.m./month Eden Ridge – P 6.00 per sq.m./month Northtown – P 4.00 per sq.m./month b. The Homeowners Association may change the rate of the association dues. c. A Trust Fund may be set-up for the Homeowners Association.

Alsons Development and Investment Corporation / 329 Bonifacio St., Davao City 8000, Philippines
T.: +6382.2223281, 2272152 local 206, 207 / F.: +6382.2264715 / E.: salesadmin@alsonsdev.com / W.: www.alsonsproperties.com.ph

6.	A Deed of Assignment is required for all lot transfers under installment. The following are the fees related to the transfer: A. Transfer Fee according to the project as follows: Northtown / Northcrest – P 10,000.00 per lot Las Terrazas / Fernwood / Eden Ridge – P 20,000.00 per lot *Notes:* *1. The transfer fee is waived for transaction between the following:* *a) Parents to Children or vice versa;* *b) Siblings;* *c) Parents in law / brother or sister-in-law / son or daughter in law;* *d) Family Corporation* *2. No Transfer will be entertained for FULLY PAID LOT ACCOUNT or with less than 6-months amortization.* B. Documentation Charges : P 800.00 per lot.

This is to acknowledge that the above information has been clearly discussed and presented to me by the Sales Agent / Broker / Sales Admin Personnel.

Acknowledged by:

Name of Buyer (signature over printed name)	Date

Updated as of July 2019

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ALSONS PROPERTIES

CALL SLIP

Date: _____

Prospect's Name: _____
Last *First* *Middle*

Spouse Name (if married) _____

Address: _____

Contact Numbers: *Tel. No.* _____ *Mobile* _____ *Email address* _____

Prospect/s interested in: _____

Prospect/s from:
( ) regular prospect ( ) referral ( ) open house _____
( ) officer-in-charge *(call-in/walk in)* ( ) fb/website ( ) mall exhibits _____

NOTE: Full accomplishement of this form is a prerequisite for booking. This call slip is valid 30 days upon office validation.

Signed by: ✓ _____
Prospect Buyer

Submitted by: _____
Real Estate Broker

Received by: _____
Signature / Date / Time
Sales Staff

Noted by: _____
JESSA MAE D. SISI
Sales Manager

ALSONS PROPERTIES

CONTRACT DETAILS FORM

PROPERTY DETAILS

☐ Northtown ☐ Northcrest ☐ Wood Lane Residences

☐ Fernwood ☐ Eden Ridge ☐ Others_____

TYPE OF BUYER
☐ Individual
☐ Corporate

CONTRACT DETAILS - PRINCIPAL BUYER

CONTRACT NAME (Individual Buyer)
Last Name | First Name | Middle Name

Occupation/Profession

PRIMARY/MAILING ADDRESS
_____ Zip Code _____

Civil Status
☐ Single ☐ Widow/er
☐ Married ☐ Separated

Age

SECONDARY ADDRESS
_____ Zip Code _____

Sex
☐ Male
☐ Female

Birthdate *(mm/dd/yy)*

Place of Birth

HOME PHONE NO.
(please include country and area codes, if possible)

FAX NO.

MOBILE NO.

T.I.N.

EMAIL ADDRESS

CITIZENSHIP

RELIGION
☐ Roman Catholic
☐ Protestant
☐ Others (pls. specify) _____

ANY GOVERNMENT ISSUED I.D. *(please check one)*
☐ SSS/GSIS _____ ☐ Driver's License _____ ☐ Others _____
☐ PRC _____ ☐ Passport _____

BUSINESS / EMPLOYMENT INFORMATION

Company / Business Name

Company / Business Address

Office/Business Phone No.

Fax No.

Employment Status
☐ Local ☐ OFW
☐ Self-Employed

Position

Profession

SPOUSE'S INFORMATION

NAME OF SPOUSE
Last Name | First Name | Middle Name

Occupation / Profession

HOME PHONE NO.

MOBILE NO.

EMAIL ADDRESS

T.I.N.

Citizenship

FAX NO.
(please include country and area codes, if possible)

Sex ☐ Male ☐ Female

Employment Status
☐ Local ☐ Self-employed
☐ OFW ☐ Expatriate

No. of Children

BUYER WITH A SPECIAL POWER OF ATTORNEY (SPA)

SPA'S Name
Last Name | First Name | Middle Name

Occupation/Profession

RESIDENCE ADDRESS
_____ Zip Code _____

Civil Status
☐ Single ☐ Widow/er
☐ Married ☐ Separated

Age

PREFERRED MAILING ADDRESS
_____ Zip Code _____

Sex
☐ Male
☐ Female

Birthdate *(mm/dd/yy)*

Place of Birth

HOME PHONE NO.
(please include country and area codes, if possible)

FAX NO.

MOBILE NO.

T.I.N.

EMAIL ADDRESS

CITIZENSHIP

ANY GOVERNMENT ISSUED I.D. *(please check one)*
☐ SSS/GSIS _____ ☐ Driver's License _____ ☐ Others _____
☐ PRC _____ ☐ Passport _____

~ At the back ~

CORPORATE BUYER

Name of Corporation

Nature of Business

BUSINESS ADDRESS

_____

_____ Zip Code _____

BUSINESS PHONE NO.

FAX NO.

NAME OF AUTHORIZED SIGNATORY

_____ _____ _____

Last Name First Name Middle Name

DESIGNATION/POSITION

PREFERRED MAILING ADDRESS

_____

_____ Zip Code _____

Sex

☐ Male

☐ Female

Birthdate *(mm/dd/yy)*

Place of Birth

HOME PHONE NO.

(please include country and area codes, if possible)

FAX NO.

MOBILE NO.

T.I.N.

CITIZENSHIP

EMAIL ADDRESS

Civil Status

☐ Single ☐ Widow/er

☐ Married ☐ Separated

ANY GOVERNMENT ISSUED I.D. *(please check one)*

☐ SSS/GSIS _____ ☐ Driver's License _____ ☐ Other's _____

☐ PRC _____ ☐ Passport _____

OTHERS

Bank References

Banks	Type of Account
_____	_____
_____	_____
_____	_____

Reason for the Purchase *(check all, if applicable)*

☐ Investment ☐ For children ☐ New Home ☐ Others _____

What are the factors that you had considered in buying Alsons Properties?

☐ Reliability ☐ Prestige ☐ Unique Concept Development

☐ Trustworthiness ☐ Attractive Payment Terms ☐ Value-for-Money

☐ Integrity ☐ Service ☐ Location

☐ Others _____

FROM WHERE HAVE YOU HEARD OF OUR DEVELOPMENT

☐ Advertisement ☐ Newspaper write-up ☐ Sales Exhibit ☐ A friend referred it to you ☐ An Agent approached you

☐ Others _____

HAVE YOU PURCHASED A LOT FROM ALSONS PROPERTIES BEFORE? ☐ Yes ☐ No

If yes, please state project: ☐ Ladislawa Garden Village ☐ Las Terrazas ☐ Fernwood

☐ Woodridge Park ☐ Northcrest ☐ Others *(pls. specify)* _____

SPECIAL INSTRUCTIONS / REMARKS (Please specify):

_____

_____

_____

_____

_____

_____
Signature of buyer(s)

_____
Date

Schedule 1

INDIVIDUAL BUYER'S DECLARATION
(For Installment Sales)

_____
DATE

I, _____with BIR Tax Identification No. _____
hereby declares the following information:

	Yes	No	N/A
1. I am ENGAGED IN BUSINESS	[ ]	[ ]	[ ]
2. The Business is registered under my name	[ ]	[ ]	[ ]
If yes, name of business: _____			
3. The Registered Business is using my TIN	[ ]	[ ]	[ ]

I acknowledge and understood the **Bureau of Internal Revenue (BIR) Revenue Regulations No.:17-2003, Section 2.57.2.J** which states that

"(ii) xxx xxx xxx

However, **if the buyer is engaged in trade or business, whether a corporation or otherwise, these rules shall apply:**

If the sale is a sale of property on the installment plan {i.e., payments in the year of sale do not exceed twenty five percent (25%) of the selling price}, **the tax shall be deducted and withheld by the buyer from every installment** which tax shall be based on the ratio of actual collection of the consideration against the agreed consideration appearing in the Contract to Sell applied to the gross selling price or fair market value of the property at the time of the execution of the Contract to Sell, whichever is higher. "

I agree that any additional taxes, interest or penalty that may be incurred by Alsons Development & Investment Corp. (Alsons Dev) due to my improper or non-disclosure of the above needed information shall be to my sole account and responsibility.

Thus, I hereby authorize Alsons Development & Investment Corp. (Alsons Dev) to charge whatever is due me said taxes, interest, penalty and other charges arising therefrom and hold release of my land title until full settlement of said account.

Certified True and Correct:

_____
Signature above printed name

_____

BUREAU OF INTERNAL REVENUE
Davao City

Dear Sir/Madam:

This is to authorize Mr. /Mrs. _____to get my Tax Identification Number Verification Slip (TIN Verification Slip) in my behalf.
Please find below the details:

Name : _____

Address : _____

Birthday : _____

TIN Number : _____

Thank you.

Respectfully yours,

_____

SPECIAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That I, _____ single/married, of legal age, _____ and resident of _____, do hereby appoint, name constitute and appoint, _____, single/married. of legal age, _____, and a resident of _____, to be my true and lawful **Attorney-In-Fact**, for me and in my name, to do and perform any or all of the following act or acts, to wit:

1. To secure Tax Identification Number (TIN) Verification Slip from the Bureau of Internal Revenue (BIR).

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day of _____, 20__ at _____, Philippines.

GRANTOR: **GRANTEE:**

_____ _____

CEI: CEI:

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20_____ at Davao City, Philippines. Affiant exhibit to be their Competent Evidence of Identities (CEI) written below their names.

Notary Public

Doc. No.: _____
Page No.: _____
Book No.: _____
Series of: _____

ALSONS PROPERTIES | by Alsons Development and Investment Corporation

APPROVED PAYMENT SCHEME

Buyer's Name : _____ Date : _____

Account Details : Block No. _____ Lot No _____
Phase No. _____

Reservation Fee : Amount _____
Date Paid _____

Please make all cheques payable to **Alsons Development & Investment Corporation or ALSONS DEV**

☐ **CASH** – with _____% Discount on the Total Contract Price

Total amount due, net of Reservation Fee and Discount P _____
Due date to avail of _____ % Discount

☐ **INSTALLMENT PAYMENT**

A. Total Downpayment is _____% of the Contract Price

Downpayment, net of Reservation Fee and Discount P _____
Due date to avail of _____ % Discount on the Down payment _____

B. Balance for amortization, net of Reservation Fee, Downpayment and Discount on DP P _____

Monthly Amortization Amount due _____ months P _____
_____ months P _____

First monthly amortization is due on _____ and every _____ thereafter.
(due date)

TERM : _____

☐ **OTHER TERMS**

Total amount net of Reservation Fee P _____

Balance payable in _____ equal monthly installments

Monthly Amortization Amount due _____ months P _____
_____ months P _____

First monthly amortization is due on _____ and every _____ thereafter.
(due date)

TERM : _____

SPECIAL INSTRUCTIONS / REMARKS (Please specify):

_____
_____
_____
_____
_____

IMPORTANT

1. Processing Fee for the transfer of title will be for the account of the BUYER.
2. Other fees to be considered:

For Transfer of Rights	P 10,000 per lot for Northtown or Northcrest P 20,000 per lot for Las Terrazas or Fernwood/Eden Ridge
Photocopy of lost Notarized Contract	P 200 per contract
Change/Amendment of Contract	P 500 per contract

3. Sale is subject to all conditions and restrictions contained in the Contract to Sell or Deed of Absolute and its annexes.
4. A Deed of Assignment (duly notarized) is required for all transfers made.
5. A photocopy of Birth Certificate is required for transfers made between parents/children or vice versa, and between siblings.
6. A Notarized Special Power of Attorney shall be required if the buyer is represented by another person.
7. A Notarized Board Resolution is required if the buyer is a Corporation.
8. A Notarized Waiver of Claims is required when the buyer's spouse is a foreigner.

I/We certify all the information given are true and correct.

Confirmed by:

✓_____
Signature of buyer/s

Date : _____

For and in behalf of the buyer:

_____
Signature over printed name

Date : _____

RESERVATION AGREEMENT
LOT ONLY

_____

THE MANAGEMENT
Alsons Development and Investment Corporation
329 A. Bonifacio St., Davao City

Gentlemen:

I_____ hereby reserve for a parcel of land at _____, situated at _____, Davao City, Philippines with the following specifications and payment terms:

Phase	Block	Lot	Area	Price/sq.m.	Contract Price	Discount	Down payment

☐ CASH TERM

☐ INSTALLMENT PAYMENT

☐ DEFERRED DOWNPAYMENT / ZERO DOWNPAYMENT

☐ _____

The following sets out the basic terms upon which I/We would be prepared to purchase the property above-mentioned. The terms are not comprehensive and I/We expect that additional terms will be incorporated into a formal agreement (Contract to Sell / Deed of Absolute Sale).

I further acknowledge and agree to the following terms and conditions:

1. That the Reservation Fee is **NON-REFUNDABLE** and **NON-TRANSFERABLE.**

2. That any transfer or assignment of rights without the written approval of Alsons Development and Investment Corporation **(VENDOR)** is null and void, and shall cause for the cancellation of this Reservation Agreement and forfeiture of the Reservation Fee and other payments already made to the **VENDOR.**

3. That **failure to submit documentary requirements within SIXTY (60) DAYS from date of reservation and/or failure to pay THREE (3) consecutive monthly installments or its value equivalent in principal, penalties and interest, over-due taxes and assessments levied on the property during the term of this contract, by virtue of the mere fact of non-submission and/or non-payment, shall render this Agreement automatically ineffective and deemed cancelled without prior notice or court action**, and the subject unit shall be offered for sale by Alsons Development and Investment Corporation to other prospective buyers.

4. That non-delivery of the signed copy of the Contract to Sell to the **VENDOR** shall not delay the commencement of monthly installments. However, should the buyer not sign and return the Contract within three (3) months from down payment, it is understood that the buyer is not interested to continue with the purchase and the **VENDOR** may cause the cancellation of the contract.

5. That **equity payments should be covered with Post Dated Checks payable to ALSONS DEVELOPMENT AND INVESTMENT CORPORATION or ALSONS DEV. A penalty of 2% per month, compounded monthly, shall be charged on overdue accounts.**

6. That the processing and transfer fees including but not limited to documentary stamps tax, transfer fees, registration fees, notarial fees and other expenses related to the transfer of title shall be paid by the buyer. Such fees shall be paid not later than 30 days from the scheduled date of full payment of account.

   In case of non-payment of these fees and related charges as required, Alsons Development and Investment Corporation may execute a Unilateral Deed of Sale. This means that the corresponding taxes and fees shall already be due and payable to the government agencies, as scheduled. It is understood that all charges including interest and penalties arising from non-payment of processing fees shall be for the account of the buyer.

7. That the name to indicate in the Contract to Sell and Deed of Absolute Sale shall be:

✓_____

Inasmuch as it is my responsiblity to withhold and remit to BIR the related taxes, for speedy facilitation, I hereby authorize Alsons Development and Investment Corporation to collect, file and pay the said taxes, transact, sign, and submit the required BIR Forms and related documents in accordance with the applicable rules and regulations of the BIR. I also acknowledge that I shall be liable for the penalties, interest and surcharge on the withholding tax because of my late payment of accounts due. And should Alsons Development and Investment Corporation advance such tax payments (which

may include penalties, surcharge, interests and other fees that may be charged), I shall pay, in addition to the payments made by Alsons Development and Investment Corporation, an additional interest to be computed from the date of payment until the same is reimbursed by me, at 16% per annum on the actual payment made to the B.I.R.

Further, I acknowledge that Alsons Development and Investment Corporation may cause for the cancellation of this Reservation Agreement without further notice and **FORFEIT** the Reservation Fee and whatever other payments I have made in case Alsons Development and Investment Corporation incur damages due to actions solely attributed to me.

In case of increase and decrease in the actual area due to technical reasons, I hereby acknowledge and agree that such is subject to the corresponding adjustment in the contract price based on the same price/ sq.m. as hereby agreed.

In the event that property is found to be unavailable for sale to me due to technical reasons or due to a prior sale commitment or transactions with another party, the same having been offered to me by mistake or inadvertence, I may have the property exchanged with another parcel of land and/or house and lot at _____ of equal value to be agreed by herein parties, or I may cancel this Reservation Agreement, and be refunded of all payments I have made, without interest.

I understand that any representation or warranty made to me by the Broker and its Sales Person who handled this sale, which is not embodied herein, shall not be binding unless reduced into writing and confirmed by Alsons Development and Investment Corporation through its duly authorized representatives. This agreement states the entire understanding of both parties, hereto and any stipulation, condition, representation or warranty, oral or otherwise not contained in this Reservation Agreement or incorporated herein by reference shall not be binding and this Agreement shall not be considered as changed, modified, altered or in any way attended by acts of tolerance unless such changes, modification or amendments are made in writing signed by both the buyer and Alsons Development and Investment Corporation thru its duly authorized representative.

All notices and correspondence of any nature sent to me/us at the address provided below shall bind me/us regardless of actual receipt, unless written notice of change of my/our address is received by Alsons Development and Investment Corporation.

It is further agreed that the venue of any court action which may arise from this Agreement shall be in the proper courts of Davao City.

IN WITNESS WHEREOF, the parties hereby affix their signature on _____ at Davao City, Philippines.

_____
Name of Buyer (Signature over printed Name)
Tel. No. : _____
Address : _____
Email Address : _____
T.I.N. : _____
Gov't issued ID : _____
Expiration Date : _____

Conforme:

Alsons Development and Investment Corporation
(ALSONS DEV)

_____
Authorized Representative

_____
With My Marital Consent (Signature over printed name)

ACKNOWLEDGMENT

REPUBLIC OF THE PHILLPINES)
IN THE CITY OF DAVAO.....) S.S.
X ----------X

BEFORE ME, a Notary Public for Davao City, Philippines, personally appeared _____ who exhibited to me his/her _____issued in _____on _____ known to me to be the same person who executed the forgoing instrument and who acknowledged to me that the same in his free and voluntary act and deed.

IN WITNESS WHEREOF, I have hereunto affixed my signature and Notarial Seal in Davao City this _____ day of _____, 20 _____.

This instrument is composed of two (2) pages, including this page on which this acknowledgement is written, all copies duly signed by the parties.

Notary Public
Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____;

Updated as of May 2022