

Individual

Initial Requirements:

- Reservation Fee/Fully accomplished Reservation Application Form
- Principal Valid ID (Gov't issued)
- Spouse ID (if applicable)
- Fully accomplished Buyer's Information Sheet (name of buyer, complete address, contact no., email address, TIN no. of buyer)
- Duly filled-up BIR Form 1904/1903

Other Requirements:

- Photocopy of current Community Tax Certificate and Valid Passport
- Photocopy of Valid ID bearing the client's picture and signature
- Latest Proof of Billing
- Latest Income Tax Return
- Withholding Tax Remittance
- Certificate of Employment with Compensation
- Two Years Bank and/or Financial Statements
- Business Income (if any)
- Complete postdated checks for monthly amortization / downpayment
- Signed contract to sell
- For individual buyer with appointed representatives, please submit a Special Power of Attorney

Corporate

Initial Requirements:

- Reservation Fee/Fully accomplished Reservation Application Form
- Principal Valid ID (Gov't issued)
- Spouse ID (if applicable)
- Fully accomplished Buyer's Information Sheet (name of buyer, complete address, contact no., email address, TIN no. of buyer)
- Duly filled-up BIR Form 1904/1903

Other Requirements:

- Photocopy of Valid ID bearing the signatory's picture and signature
- Photocopy of current Community Tax Certificate (for the Authorized Signatory/ies and the Company)
- Notarized Secretary's Certificate/Board Resolution (original)
- Latest Proof of Billing
- Photocopy of the Articles of Incorporation and By-Laws
- Photocopy of SEC Registration (for Corporation/Partnership)
- Photocopy of DTI Registration (for Sole Proprietorship)
- Notarized General Information Sheet (filed at SEC)
- Latest Audited Income Tax Return
- Two Years Audited Bank and/or Financial Statements
- Complete postdated checks for monthly amortization / downpayment
- Signed contract to sell

Filipinos

Initial Requirements:

- Reservation Fee/Fully accomplished Reservation Application Form
- Principal Valid ID (Gov't issued)
- Spouse ID (if applicable)
- Fully accomplished Buyer's Information Sheet (name of buyer, complete address, contact no., email address, TIN no. of buyer)
- Duly filled-up BIR Form 1904/1903

Other Requirements:

- Photocopy of current Community Tax Certificate and Valid Passport
- Photocopy of Valid ID bearing the client's picture and signature
- Latest Proof of Billing
- Latest Income Tax Return
- Withholding Tax Remittance
- Certificate of Employment with Compensation
- Two Years Bank and/or Financial Statements
- Business Income (if any)
- SEC Registration, if Corporation/Partnership
- DTI Registration, if Sole Proprietorship
- Complete postdated checks for monthly amortization / downpayment
- Signed contract to sell
- If working or based abroad, photocopy of Data of Entry to the Philippines

Foreigners

Initial Requirements:

- Reservation Fee/Fully accomplished Reservation Application Form
- Principal Valid ID (Gov't issued)
- Spouse ID (if applicable)
- Fully accomplished Buyer's Information Sheet (name of buyer, complete address, contact no., email address, TIN no. of buyer)
- Duly filled-up BIR Form 1904/1903

Other Requirements:

- Photocopy of current Community Tax Certificate and Valid Passport
- Photocopy of Valid ID bearing the client's picture and signature
- Latest Proof of Billing
- Latest Income Tax Return
- Withholding Tax Remittance
- Certificate of Employment with Compensation
- Two Years Bank and/or Financial Statements
- Business Income (if any)
- SEC Registration, if Corporation/Partnership
- DTI Registration, if Sole Proprietorship
- Complete postdated checks for monthly amortization / downpayment
- Signed contract to sell
- If working or based abroad, photocopy of Data of Entry to the Philippines

Bank

1) Locally Employed

Identification:

- Government Issued ID
- Passport of ACR (if foreigner)

Source of Repayment:

- ITR
- Original COE
- 3 months pay slip (required only if COE presented is a photocopy)

Collateral Requirement:

- Contract to Sell or Reservation Agreement

2) OFW

Identification:

- Government Issued ID
- Passport of ACR (if foreigner)

Source of Repayment:

- Land-based : Original COE with email of employer
- Sea-based : Original Latest POEA contract
- Proof of Remittance (required if COE / POEA contract presented is a photocopy)
- Bank Statement for the last 3 months (required if COE / POEA contract presented is a photocopy)

3) In Business

Identification:

- Government Issued ID
- Passport of ACR (if foreigner)
- Business Papers

Source of Repayment:

- 6 months banks statement with BDO Certification of "No Overdraft" charges
- List of customers and suppliers with contact details
- ITR & FS for the last 2 years

Collateral Requirement:

- Contract to Sell or Reservation Agreement

4) Corporation / Partnership

Identification:

- SEC registration
- General Information Sheet

Source of Repayment:

- 2 years AFS and ITR or
- 6 months bank statement summary with BOO Certification of “No Overdraft” charges
- List of customers and suppliers with contact details

Collateral Requirement

- Contract to Sell or Reservation Agreement

List of Accredited Banks:

All Projects:

- Metrobank
- PS Bank

Selected Projects:

- PNB Savings Bank
- UCPB
- Banco De Orco
- Union Bank
- Chinabank

In-House

- Loan is payable in 5, 7 or maximum of 10 years
- Interest rate is fixed at 18% per annum for 1st 5yrs, then subject to review for succeeding years
- Loan amount should not exceed 80% of TCP or max. amount of P5 million
- Covered by complete PDCs

1) Locally Employed

- Certificate of Employment indicating position, length of service and compensation
- Latest ITR
- Latest pay slip (3 pay periods)
- Utility billing

2) Overseas Workers

- Certificate of Employment indicating position, length of service and compensation
- Latest ITR
- Latest pay slip (3 pay periods)
- Utility billing
- Photocopy of passport
- Photocopy of working visa

3) OFW, Caregiver, Household Services or Same

- Certificate of Employment indicating position, length of service and compensation; Letter of Employment translated in English
- Evidence of periodic remittance
- Utility billing

- Photocopy of passport
- Photocopy of working visa (if available)

4) Self-Employed

- Latest ITR
- Utility billing (household & business)
- Business Registration (Permit, SEC Registration, Etc)
- 2 year comparative FS
- Bank Statement showing at least the last 6 months transactions (in lieu of ITR)

Our Reservation Process

Step 1

- Buyers informs Seller of his intent to purchase a preferred unit.
- Seller requests for inventory holding of preferred unit for buyer
- Federal Land holds the unit on request for twenty four (24) hours.

Step 2

Buyer gets customer number from Federal Land and pays the reservation fee through Metrobank bills payment facility within the 24 hour deadline*.

*If payment is not received within the twenty four (24) hour deadline, Federal Land releases the unit on request

Step 3

Buyer submits the following Day1 Docs documents within seven (7) days* from payment of reservation fee:

- Copy of the validated bills payment to Federal Land
- Signed Reservation Agreement (RA)
- Buyer's Information Sheet (BIS)
- BIR Form 1903/1904
- Copy of valid government-issued identification cards (ID)

*If Day 1 Docs are not submitted within the given time period, Federal Land lifts the holding of the unit.

Step 4

Federal Land verifies the completeness* and accuracy of Day 1 Docs

*If documents are incomplete, Federal Land returns documents to Buyer for completion.

Step 5

Federal Land books the reservation as an official sale, prints Contract to Sell (CTS) and sends copy of the signed RA with the CTS to Seller for Buyer to sign. Buyer returns signed CTS.