

**ALSONS PROPERTIES**  
**CHECKLIST OF REQUIREMENTS FOR NEW SALES**

**1. FILIPINO BUYER**

- Duly Accomplished Contract Details Form
- Signed Reservation Agreement Form
- Photocopy of Tax Identification Number ( TIN Card)
  - in case of loss, BIR Certification or Verification Slip
- Photocopy of any valid government issued ID (SSS, GSIS, Driver's License, PRC, passport, etc)

**2. FILIPINO BALIKBAYAN BUYER ( Filipino who changed citizenship)**

- Duly Accomplished Contract Details Form
- Signed Reservation Agreement Form
- Photocopy of Tax Identification Number ( TIN Card)
  - in case of loss, BIR Certification or Verification Slip
- Photocopy of any valid government issued ID (SSS, GSIS, Driver's License, PRC, passport, etc)
- Notarized Sworn Statement ( stating Filipino family roots)
- If with Special Power of Attorney :
  - Original Copy of the Notarized Special Power of Attorney
  - Photocopy of any valid government ID of the SPA

**3. FILIPINO BUYER MARRIED TO A FOREIGNER**

- Duly Accomplished Contract Details Form
- Signed Reservation Agreement Form
- Photocopy of Tax Identification Number ( TIN)
  - in case of loss, BIR Certification or Verification Slip
- Photocopy of any valid government issued ID (SSS, GSIS, Driver's License, PRC, passport, etc)
- Photocopy of Passport of the Foreigner spouse
- Notarized Waiver ( stating that the money used for the purchase of the property comes from the principal buyer and not from the foreigner spouse)
- If with Special Power of Attorney :
  - Original Copy of the Notarized Special Power of Attorney
  - Photocopy of any valid government ID of the SPA

**4. FILIPINO BUYER REPRESENTED BY SPECIAL POWER OF ATTORNEY**

- Duly Accomplished Contract Details Form
- Signed Reservation Agreement Form
- Photocopy of Tax Identification Number ( TIN Card of the principal buyer)
  - in case of loss, BIR Certification or Verification Slip
- Photocopy of any valid government issued ID (SSS, GSIS, Driver's License, PRC, passport, etc)
- Notarized Special Power of Attorney
- Photocopy of any valid government issued ID of the SPA (SSS, GSIS, Driver's License, PRC, passport, etc)

**5. BUYER IS A CORPORATION**

To be complied by the authorized representative or signatory

- Duly Accomplished Contract Details Form
- Signed Reservation Agreement Form
- Photocopy of Tax Identification Number ( TIN)
  - in case of loss, BIR Certification or Verification Slip
- Photocopy of any valid government issued ID (SSS, GSIS, Driver's License, PRC, passport, etc)

To be complied by corporation

- Sec Registration
- Notarized Board Resolution
- Articles of Incorporation
- Corporate Tax Identification Number(TIN)
- Corporate Residence Certificate ( current year)

**Note : For buyers without a Special Power of Attorney:**

Effective August 01, 2004, the Supreme Court Ruled that the Contracting Parties must:

- be in the Lawyer's Office at the time of notarization and affix their signatures on the Notarial Register.
- show the "evidence of identity " refers to identification of an individual issued by an official agency e.g.( passport, driver's license, PRC license, SSS & etc.)