

STEP 1. RESERVATION REQUIREMENTS

A. Accomplishing Your Client Registration Form (CRF)

- Accomplish the Client Registration Form (CRF) provided by your Property Consultant (PC) and forward it to the Head Office for evaluation.
- When your registration is approved, you may now choose which project and unit you wish to purchase.
- Once your PC verifies the availability of your desired unit, you may now make an official reservation.

B. Preparing the Computation Sheet

Your PC will now prepare a Standard Computation Sheet for you. Please mention to your PC if you will be requesting for Special Payment Terms, so your PC may endorse you to the proper channels. Production of the computation sheet for Special Payment Terms will take a maximum of 3 working days from date of receipt.

C. Signing the Reservation Agreement

Once you have decided on the payment terms, your PC will help you accomplish your Reservation Agreement (RA). This takes 3 days to be approved. Upon approval, your PC will assist you with the payment of your Reservation Fee (RF), which is valid for only 30 days. A provisional receipt will be issued to you upon payment.

The reservation is **non-refundable** and is **valid for 30 days only**. To complete your reservation, the following documents must be submitted within the said 30 days:

1. **Signed reservation agreement** indicating terms of payment
2. **Photocopy of valid ID:** One (1) if ID is issued by the government and at least two (2) for non-government issued IDs.
3. If applicable, a **Special Power of Attorney:** If the buyer is out of the country, it has to be consularized.
4. **Valid ID** of the Special Power of Attorney holder
5. **Tax Identification Number (TIN)**
6. **Community Tax Certificate Number (CTC)**

After submission of the required documents, you will be asked to sign a **Contract to Sell**. To avoid the cancellation of your reservation, please make sure to submit all the above documents **within 30 days from the reservation date**.

STEP 2. PAYMENTS AND FINANCING

There are three available payment terms for purchasing your DMCI Home:

1. Cash
2. In-house financing, with a maximum term of 10 years
3. External financing
 - Bank
 - PAG-IBIG (Home Development Mutual Fund)

A. For Cash Payment

Cash payments are available for all DMCI Homes Projects. These are **full payments made within 30 days from date of reservation**. There is no down payment requirement for cash payments. Once you have paid the reservation fee, you may proceed to the documentation of your purchase and unit.

B. For In-House Financing

Our In-House Financing scheme offers you **manageable terms and conditions** when paying for your home. It is available for all projects at various payment terms that are **payable in 1, 2, 3, 4, 5, and 10 years**.

The required down payment for DMCI Homes projects normally ranges from 20% to 50%.

C. For Direct Bank Financing

Direct Bank Financing is available only through the following accredited banks:

- BDO-EPCIB
- BPI Family Bank
- PNB
- UCPB

Get in touch with your PC for updated financing schemes.

D. For PAG-IBIG Financing

PAG-IBIG Financing is **applicable for select RFO projects only**, so consult your PC if this payment scheme is available for the project you are interested in.

Your PAG-IBIG loan is limited to a maximum of only P3M. The required down payment depends on the payment term chosen as long as the balance after the down payment or amount to be loaned is not more than P3M.

Based on the terms of payment agreed upon on your reservation agreement or your Contract to Sell, you'll be **required to begin paying your down payment 30 days after the reservation date**.

Minimum down payment required:

1. **Mid-rise** condominium units and **Lots** only – 20%
2. **High-rise** condominium units and **House & Lots** – 30%

If your reservation date is from the 1-15th day of the month, the down payment is due every 15th of the month. Meanwhile, if the reservation date is from the 16th to the end of the month, down payment is due on the 30th of every month.

Available **mode of payments** are:

1. **Cash** or **dated checks**
2. **Post dated checks**, to cover monthly amortization (Maximum of sixty [60] checks). **Local buyers are required to issue post dated checks.**

STEP 3. HOW TO PREPARE YOUR DOCUMENTARY REQUIREMENTS

A. How To Make A Cash Payment

1. Within Days 1-2 (from Reservation Date)

To complete the reservation transaction of your unit, you must submit the following documents to your PC to facilitate the documentation process:

- Your signed **Reservation Agreement** and **Reservation Fee Receipt**
- Signed **Computation Sheet**
- Photocopy of **Passport**
- Either a photocopy of your **Tax Identification No. (TIN)** or **BIR Form 1904**
- Photocopy of **one (1) valid Government Issued ID**
- **Notarized Special Power of Attorney (SPA)**, if applicable
- **Proof** of Billing Address.

Once all your requirements have been submitted, your PC shall endorse your documents and all other necessary requirements to the proper sales channels for the preparation of the Deed of Absolute Sale (DOAS).

2. Within Days 7 to 15 (from Reservation Date)

Once your documents have been properly endorsed, it will usually take **2 to 4 business days to prepare your DOAS**. While your DOAS is being drafted, we will send you a copy of the Reservation Agreement and our Welcome Letter to thank you for choosing DMCI Homes and to remind you that all documentary requirements and payments must be completed within the 30-day timeframe.

3. Within Days 16 to 30 (from Reservation Date)

At this time, your Deed of Absolute Sale will be released to you. You will be given fifteen (15) days to review the Deed Of Absolute Sale.

When the documents are in order, you will need to sign and return these to your PC.

When the full payment has been cleared, you will be issued a **Clearance for Turnover**. You will then be endorsed to our PMO-Turnover Group so you can inspect your unit.

B. How To Use In House Financing

1. Within Days 1 to 7 (from Reservation Date)

To complete the reservation transaction of your unit, you must submit the following documents to your PC to facilitate the documentation process:

- Your signed **Reservation Agreement** and **Reservation Fee Receipt**
- Signed **Computation Sheet**
- Photocopy of **Passport**
- Either a photocopy of your **Tax Identification No. (TIN)** or **BIR Form 1904**
- Photocopy of **valid IDs**
 - **Two IDs** will be required if **Non-Government Issued**.
 - **One ID** only if **Government Issued**
- **Notarized Special Power of Attorney (SPA)**, if applicable
- **Proof** of Billing Address

Once all your requirements have been submitted, your PC shall endorse your documents and all other necessary requirements to the proper sales channels for the preparation of the Contract to Sell (CTS). A Deed of Absolute Sale shall be prepared only when payments have been completed in reference to the agreed upon terms.

2. Within Days 7 to 15 (from Reservation Date)

Once your documents have been properly endorsed, it will usually take **2 to 4 business days to prepare your CTS**. While your CTS is being drafted, we will send you a copy of the Reservation Agreement and our Welcome Letter to thank you for choosing DMCI Homes and to remind you that all documentary requirements and payments must be completed within the 30-day timeframe.

3. Within Days 16 to 30 (from Reservation Date)

At this time, your CTS will be released to you. You shall be given **fifteen (15) days to do the following:**

- Review and evaluate the terms and conditions in the **Contract to Sell (CTS)**
- Prepare the required number of **Post-Dated Checks**.

When the documents are in order, you will need to sign and return these to your PC.

When the required down payment has been cleared, you will be issued a **Clearance for Turnover**. You will then be endorsed to our PMO-Turnover Group so you can inspect your unit.

C. How To Use Direct Bank Financing

1. Once you have chosen your preferred bank from the list of DMCI Homes accredited banks, your PC will secure an application form that you will need to fill out.

2. Your PC will closely coordinate with you on the bank requirements you will need to submit once you have duly accomplished the application form. The following are the **list of requirements required by most banks:**

a. Information on Personal Data and Income

If Employed (within the Philippines)

- Certificate of Employment (COE) indicating annual salary and position
- Latest Income Tax Return (ITR)
- Pay slips (last two months)
- Proof of Billing Address (e.g. Meralco, credit card, etc.)

If Overseas Filipino Worker (OFW)

- POEA Authenticated Contract (seaman)
- COE Authenticated by Philippine Consulate (direct-hired)

If Self-Employed

- Business Name (DTI) or SEC Registration
- Articles of Incorporation and By-laws with SEC Registration Certificates
- List of Trade References (at least 3 names & telephone numbers of major suppliers &/or customers)
- Audited Financial Statements for the past two years
- Bank Statement for the last six months
- Proofs of billing address (e.g. Meralco, credit card, etc.)

If Practicing Doctor

- Clinic address/es and schedule
- Bank Statement for the last six months

If Income is from Rental of Properties

- List of tenants and rental amounts

- Complete address/es of properties being rented
- Bank Statement for the last six months

b. Information on the Collateral (to be provided by the developer)

- Two (2) clear photocopy sets of Transfer Certificate of Title (all pages including blank pages with the book and page/volume number indicated on the front page)

For Condominium

- Photocopy of Condominium Certificate of Title (CCT)
- Certificate of Consent and updated payment of Monthly Dues from Condo Corp.

3. After submitting your requirements to your PC, you will wait for **notification of loan approval** from your PC, which normally takes 10 to 15 working days.

4. Once you have secured the bank's loan approval, kindly submit the following requirements:

a. Signed bank loan documents

- Deed of Assignment, promissory note, Real Estate Mortgage, Special Power of Attorney, etc.
- Express conformity to the Letter of Guarantee (LOG)

b. Submit approved requirements of your preferred bank, such as:

- Post-dated checks
- Mortgage Redemption Insurance (MRI)
- Insurance of the property to be financed
 - For Condominiums, Fire/Earthquake Insurance endorsement, policy and photocopy of the Official Receipt can be obtained from the Office of the Property Manager.
 - For Completed House & Lot, Townhouse, insurance should be obtained from a reputable / accredited insurance company.

c. Pay bank charges:

- Documentary Stamp Tax
- Notarial Fees
- Mortgage Fees

d. Our finance department will require the following requirements:

- **Issue post dated checks (PDC)** payable to the Developer to cover the down payment/equity portion
- **Settle unpaid equities**
- **Settle transfer fees** to the Developer/PC
- **Sign Contract to Sell/Deed of Sale**

5. Please wait for the release of loan proceeds, which normally takes 10 to 15 working days from receipt of LOG from settlement of post-approval requirements.

Other Reminders:

• **Your PC should ensure that documents are submitted to the Finance Department within thirty (30) days from your reservation date.** If your documents are submitted after 30 days from your Reservation date, your account will automatically be converted to In-House financing.

• Target **drawdown date is within 60 days** from reservation date or 30 days after full payment of required DP.

- **Clearance for turnover** will be issued after loan release.

D. How To Avail Of PAG-IBIG Financing (For RFO Projects Only)

Owning a DMCI Homes property can be done through the Home Development Mutual Fund (PAG-IBIG). Below are the requisites for PAG-IBIG Financing.

- DMCI Homes has **no direct HDMF Scheme**.
- Buyers shall be booked under **In-House Financing Scheme** until drawn from HDMF.
- **Only RFO projects** are qualified for HDMF financing.
 - With individual CCT/TCT & TAX DECLARATION
 - With appraisal of the property
- Availability of **Funding Commitment Line (FCL)** from HDMF
- **Minimum of 3 months processing** (assuming all documents are complete and correct, and FCL is available)
- In case there is no FCL availability, buyer can **apply directly to PAG-IBIG fund** under retail processing.

1. Within Days 1 to 7 (from Reservation Date-RFO)

To complete the reservation transaction of your unit, you must **submit the following documents to your PC** to facilitate the documentation process in preparation of your Contract to Sell (CTS):

- Your **signed Reservation Agreement** and **Reservation Fee Receipt**
- **Signed Computation Sheet**
- **Photocopy of Passport**
- Either a photocopy of your **Tax Identification No. (TIN)** or **BIR Form 1904**
- **Photocopy of valid IDs**
 - Two IDs will be required if they are Non-Government Issued.
 - One ID only if it's Government Issued
- Notarized **Special Power of Attorney (SPA)**, if applicable
- **Proof of Billing Address.**

You will also need to submit the following **additional requirements** within the next 30 days from date of reservation:

Employed

- Notarized PAG-IBIG Housing Loan Application (3 copies)
- Approved MSVS (need to attend Loan counseling)
- 3 pcs. 1x1 ID picture
- Income Tax Return
- Latest pay slip (last 2 month)
- Notarized Certificate of Employment and Compensation
- Proof of Billing Address
- 24 Open Post Dated Checks
- Latest Community Tax Certificate (cedula)
- Marriage Contract (if applicable)
- Special Power of Attorney (if applicable)
- 2 Valid IDs (company ID)

With Business (not employed)

- Notarized PAG-IBIG Housing Loan Application (3 copies)
- Approved MSVS (required to attend loan counseling)

- 3 pcs. 1x1 ID Picture
- FINANCIAL STATEMENT
 - Latest Balance Sheet
 - Latest Income Statement
 - Financial Report/Auditor's Report
- SEC Registration
- Articles of Incorporation (if incorporator)
- DTI Permit
- Business Permit/Mayor's Permit
- Proof of Billing Address
- 24 Open Post Dated Checks
- Marriage Contract (if applicable)
- Special Power of Attorney (if applicable)

OFW/OCW

- Notarized PAG-IBIG Housing Loan Application (3 copies)
- Approved MSVS (required to attend loan counseling)
- 3 pcs. 1x1 ID Picture
- Notarized Certificate of Employment and Compensation and latest pay slip (if employed abroad)
OR latest contract (if per contract)
- Proof of Billing Address
- 24 Open Post Dated Checks
- XEROX copy of passport
- Marriage contract (if applicable)
- Special Power of Attorney (if applicable)
- 2 Valid IDs (company ID)
- PAG-IBIG record book (POP)

Should PAG-IBIG disapprove your loan, your PC will be advised on other possible options.