

Offer To Buy & Buyer's Profile

Real Estate Sales – For Individual / Sole Proprietorship



Buyer Type Spouses Married to AND Account Sales Officer: _____

Date Received: _____

PROPERTY DESCRIPTION

Location: _____
 TCT/CCT NO.: _____ Lot Area (sqm): _____ Floor Area (sqm): _____ Description/Improvements: _____

OFFER TERMS AND CONDITIONS

I/We hereby offer to purchase the property described above under the following terms & conditions:

<input type="checkbox"/> CASH		<input type="checkbox"/> INSTALLMENT/LOAN TAKE-OUT	
Purchase Price:	Php _____	Purchase Price:	Php _____
Reservation Fee:	_____	Reservation Fee:	_____
Balance:	_____	Downpayment:	_____
Deferred Cash:	_____	Balance:	_____
		Terms (years to pay):	_____
		Interest Rate:	_____
		For Loan Take out/ Home Loan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Bank/Financing Institution:	_____

INDIVIDUAL BUYER/S INFORMATION

Principal (Last Name, First Name, Middle Name)			Spouse/Second Buyer (Last Name, First Name, Middle Name)		
Date of Birth:	Place of Birth:		Date of Birth:	Place of Birth:	
Citizenship:	Gender:		Citizenship:	Gender:	
Civil Status:	<input type="checkbox"/> Single <input type="checkbox"/> Married		Civil Status:	<input type="checkbox"/> Single <input type="checkbox"/> Married	
	<input type="checkbox"/> Annulled/Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow/er			<input type="checkbox"/> Annulled/Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow/er	
Present Address:			Present Address:		
	Zip Code			Zip Code	
Permanent Address:			Permanent Address:		
	Zip Code			Zip Code	
Mobile No.:			Mobile No.:		
Residence Phone Number:			Residence Phone Number:		
E-mail Address:			E-mail Address:		
Highest Educational Attainment:			Highest Educational Attainment:		
TIN:			TIN:		
SSS/GSIS No.:			SSS/GSIS No.:		
Conforme for issuance of BDO Credit card? <input type="checkbox"/> Yes <input type="checkbox"/> No			Conforme for issuance of BDO Credit card? <input type="checkbox"/> Yes <input type="checkbox"/> NO		

Work/Business Information

Employment Status: (Please check)

Employed – Private Self-Employed (*With Business*)

Employed – Government Self-Employed (*Professional*)

Employed – NGO OFW/immigrant Other _____

Employer/Business Name: _____

Employer/Business Address: _____ Zip Code _____

Nature of Work/Business: _____

Occupation/Position/Title: _____

Start/Hiring Date: _____

Telephone: _____

Last ITR Paid (Amount / Year) : _____

Work/Business Information

Employment Status: (Please check)

Employed Private Self-Employed (*With Business*)

Employed – Government Self-Employed (*Professional*)

Employed – NGO OFW/immigrant Other _____

Employer/Business Name: _____

Employer/Business Address: _____ Zip Code _____

Nature of Work/Business: _____

Occupation/Position/Title: _____

Start/Hiring Date: _____

Telephone: _____

Last ITR Paid (Amount / Year) : _____

INCOME DETAILS (MONTHLY)

	PRINCIPAL	SPOUSE/SECOND BUYER	TOTAL
GROSS INCOME	_____	_____	_____
NET INCOME	_____	_____	_____

vs. Monthly Amortization (*If Installment*) : _____

BANK ACCOUNT DETAILS

Deposits	BANK	BRANCH	TYPE & ACCOUNT NO	TOTAL DEPOSIT
	BDO Account			
	BDO Unibank, Inc			
Other Banks:				
Credit Line (1) Bank Name :	_____		Amount _____	
Credit Line (2) Bank Name :	_____		Amount _____	

SIGNATURE/S of BUYER/S

Signature over Printed Name of Principal Buyer _____ Signature over Printed Name of Spouse/Second Buyer _____

REFERRER:

Name: Last name _____ First Name _____ Middle Name _____ TIN No. : _____
 Address: _____
 BDO Employee: YES NO Position: _____ Unit/ Department/ Branch: _____

REAL ESTATE PROPERTIES OWNED*

Location	TCT No.	Lot Area	Improvements	Market Value

LOAN & CREDIT REFERENCES *

Bank/Financial Institution	Address	Purpose	Loan Amount	Monthly Amortization	Status

TRADE REFERENCES*

Name of Supplier	Address	Telephone Number	Volume/Month

Name of Client	Address	Telephone Number	Volume/Month

*Use additional sheets if necessary.

OTHER CONDITIONS:

- This Offer to Buy and the terms hereof ("Offer") are subject to BDO Unibank, Inc.'s ("BDO") approval. BDO has no commitment and makes no guaranty to approve/accept the offer.
- The payment of reservation fee (RF) in the amount of Php _____, shall be simultaneous with the submission of this Offer to BDO. Otherwise, BDO shall have the right to reject this Offer.
- Upon BDO's approval of this Offer, the RF shall automatically form part of the Purchase Price. In case of BDO's disapproval of the Offer, the RF shall be refunded without interest.
Should the offer be withdrawn or canceled for any reason, despite BDO's approval, the RF shall be forfeited in favor of BDO.
- In case the Buyer fails to pay any amount due based on BDO's approval of the Offer, BDO may, at its option, revoke said approval or impose a penalty of 3% per month.
- BDO reserves the right to revoke the approval of the Offer if the Buyer fails to comply with any of the foregoing or the terms and conditions of the sale, or for any reason BDO may deem detrimental to BDO's interest.
- The terms and conditions of the sale as embodied in the documents furnished by BDO to the Buyer upon approval of the Offer shall be deemed final and shall constitute the entire understanding between the parties in respect of the matters dealt with therein and may only be modified, altered or amended with the prior written consent of the party or parties against whom, such modification, alteration, or amendment shall take effect.
- Sale shall be on an "AS-IS WHERE-IS" basis. The Buyer shall warrant that he/she has conducted his/her own due diligence and has/ have inspected and examined the property, as well as the title/s, tax declaration/s and other pertinent documents of the property.
- The Bank shall pay for the creditable withholding tax but shall be limited to 6% of the purchase price. Any additional assessment made by the Bureau of Internal Revenue due to a zonal valuation or market value in the tax declaration higher than the purchase price shall be for the Buyer's account. Payment of the taxes will be as mandated by the BIR Tax Code, for installment / cash / deferred sales. The Buyer shall pay for documentary stamps and all other taxes and expenses for the documentation, registration /transfer of ownership and other incidental expenses.
- In the event of approval, the buyer appoints BDO and its designated representative in filing the BIR Form 1606 representing the Creditable Withholding Tax (CWT), in behalf of the buyer.
- Real estate taxes and other tax impositions, including interests and penalty charges, if any, of the relevant local government unit; association/condominium dues; insurance premium; salaries/wages of security services/caretaker fees; and utility charges shall be for the account of the buyer commencing on the 7th banking day after clearance of the full payment/downpayment/ 1st deferred (staggered) payment of the purchase price.
- The relocation survey or demolition of existing structures, if needed, shall be the sole responsibility of and for buyer's account.
- The eviction of tenants of or squatters on the property, if any, as well as the procurement of the required clearances from the proper government agencies for registration purposes, shall be the sole responsibility of the Buyer.
- The Bank may amend the rules and conditions prior to acceptance of offer.
- The Bank has the option to reject any offer, or withdraw subject property, or defer the sale with no obligation for any explanation.

I/we acknowledge that I/we am/are aware of the extent of the bank's rights, title, and interest to and in the property/ies, that I/we have examined the existing title/s thereof with the Register of Deeds, that I/we have inspected the property /ies and have taken steps to ascertain the true and actual boundaries thereof, that I/we am/are aware of the present conditions of the property/ies and hereby assume/s full responsibility thereof. No representation or warranty has been made or given by any of your representatives, which would have induced me/us to make this offer.

UNDERTAKING

- The buyer hereby certifies that the information contained herein is/are true and correct and the signatures indicated herein are genuine.
- The buyer hereby authorizes BDO Unibank, Inc. and its authorized representative/s to conduct credit verification.
- The buyer hereby waives confidentiality of client information including without limitation to Republic Act Nos. 1405 (Secrecy of Bank Deposit Act), 6426 (Foreign Currency deposit Act), and 10173 (Data Privacy Act of 2012); and Sec 55.1b of Republic Act No. 8791 (General Banking Law) and the law relating to the secrecy of bank deposits for purposes of credit checkings.

In compliance with the requirements of the Data Privacy Act, I hereby give my consent to the BDO Group, consisting of BDO Unibank, Inc. and its subsidiaries (the members of the BDO Group may be accessed at [<https://www.bdo.com.ph/privacy-statement>]), to process, collect, store, my personal information or sensitive personal information obtained from me in the course of my transaction/s with the BDO Group. I understand and agree that these information may be disclosed or shared by the BDO Group with its members for know-your-client, cross-selling, marketing, or profiling (manual or automatic) purposes, to offer and provide new or related products and services of the BDO Group. Further, I hereby give my consent to any member of the BDO Group to process, collect, use, store, share or disclose my personal information or sensitive personal information to third parties for legitimate purposes, or to provide services to me or implement transactions which I may request, allow, or authorize.

I confirm that I understand and agree that my information may continue to be processed, collected, used, stored, or disclosed for ten (10) years from my last transaction date with any member of the BDO Group or until the expiration of the retention limits set by applicable laws, whichever comes later.

I hereby acknowledge and understand that should I wish to withdraw my consent to receive information about new or related products and services of the BDO Group, or to access, update, or correct certain personal data as set out in this form, I may communicate directly with the relevant member of the BDO Group's Data Protection Officer through the email address found at [<https://www.bdo.com.ph/privacy-statement>]. I further acknowledge and understand that I may access and view the BDO Group's Data Privacy Statement at [<https://www.bdo.com.ph/privacy-statement>] or obtain a copy thereof from the office or branch of the relevant member of the BDO Group.

Signature over Printed name of Principal Buyer

Signature over Printed Name of Spouse/ Second Buyer

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KYC Questionnaire

1. I came to know about the property through:

BDO website Phone inquiry Walk-in E-mail Existing client
 Online Partners: ___ Lamudi ___ Per Square ___ Dotproperty.ph ___ Others (please specify) _____
 Newsprint, Poster, For Sale sign at the site
 Social Media: ___ Facebook ___ Instagram ___ Tiktok ___ Linked In ___ Others (please specify) _____
 Referred by Agent _____
(Name of Agent / Referrer)
 Referred by BDO Employee (Branch) _____
(Name of Employee) (Contact Number) (Branch) (Rank/ Position)
 Referred by BDO Employee (Non-branch) _____
(Name of Employee) (Contact Number) (Unit / Department) (Rank/ Position)

2. Purpose of purchase: _____

3. Source of fund for this purchase: _____

4. First-time buyer with BDO? Yes No
 If NO, please give details of previous property Purchased: _____

5. Is the Buyer, including immediate family members (spouse, parents, siblings, children, and spouse's parents or siblings) holding position in the Government, elected or not?
 Yes No
 If YES, Name of Immediate Family Member and Position _____ Government Agency _____ Relationship _____

6. Is the Buyer engaged in Money Service Business (MSB)? Yes No If YES, Check Type Foreign Exchange Dealer (FXD) Money Changer (MC) Remittance Agent (RA)

7. BDO credit card holder? Yes No 8. US Person? Yes No

REQUIREMENTS/DOCUMENTS CHECKLIST

I hereby agree to submit the following applicable documentary requirements, for the processing of this offer to buy.

INITIAL REQUIREMENTS:

Fully-accomplished Offer to Buy (OTB) form (This form) - Do not leave blank spaces. Put N/A if information is not applicable.

Clear copies of two (2) government-issued IDs (Passport, PRC, SSS/GSIS, Voter's ID, Unified M-P, Driver's License) with picture and signature (with 3 specimen signatures) of:

Principal Buyer Submitted Valid Ids: _____
 Spouse Submitted Valid Ids: _____
 Attorney-in-fact Submitted Valid Ids: _____
 2nd Buyer Submitted Valid Ids: _____
 Surety/ Third-Party Funder Submitted Valid Ids: _____

Check (Personal or Manager's Check) representing the reservation fee
 Authority to Offer and Register (ATOR) / Employee Referral Form (if with referrer)

OTHER REQUIRED DOCUMENTS:

Proof/Source of Income

Bank statement/ passbook
 Payslip
 Employment Certificate w/ compensation
 Contract with Compensation
 Latest income tax return (ITR)
 Financial statements
 Proof of remittance
 If with business, DTI Registration/ Business Permit
 Other Documents, as applicable

Additional Documents (As applicable)

Special Power of Attorney, stating the specific property details, e.g., title number and location of property, all pages signed, and duly notarized or if buyer is abroad, duly authenticated/ consularized/ apostilled. – Please request BDO template.
 Attorney-in-fact/ Surety/ Third-Party Funder Information Sheet – Please request BDO template.
 If civil status is single, CENOMAR
 Birth Certificate
 Marriage contract
 If civil status is widow/er, Death Certificate of spouse
 If civil status is separated/annulled, Court Order– Certificate of Finality
 If civil status is divorcee, Judicial Recognition in the Philippine Courts, of the divorce decree
 TIN and marital status verification– duly verified by BIR (for loan take-out)
 If foreigner, Alien Certificate of Registration & Passport

Note: Additional documents shall be required, as applicable/ necessary.

Dual Citizenship

Current and valid passport
 Birth Certificate (issued by Civil Registrar or PSA)
 Philippine passport
 Oath of Allegiance with Order of Approval by DFA

Natural-Born Filipino Citizenship

Current and valid passport
 Birth Certificate (issued by Civil Registrar or PSA)
 BP 185 Affidavit with Undertaking

SOLE PROPRIETORSHIP

Documents required for individual buyers
 Valid Certificate of Registration issued by the Department of Trade and Industry (DTI)

SIGNATURE/S of BUYER/S

Signature over Printed Name of Principal Buyer

Signature over Printed Name of Spouse/ Second Buyer

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Related Party Questionnaire - Principal Buyer

Name of the Client / Counterparty: _____
Date Accomplished: _____

1. Are you a director, officer or stockholder of BDO and/or affiliated companies? Yes No

If YES, please specify the following:

Company Name: _____	<input type="checkbox"/> Director	<input type="checkbox"/> Officer	<input type="checkbox"/> Stockholder
Company Name: _____	<input type="checkbox"/> Director	<input type="checkbox"/> Officer	<input type="checkbox"/> Stockholder
Company Name: _____	<input type="checkbox"/> Director	<input type="checkbox"/> Officer	<input type="checkbox"/> Stockholder

For stockholders: Do you own shares of stocks of BDO and/or affiliated companies, collectively with your spouse and/or relatives within the first degree of consanguinity or affinity, or relative by legal adoption? Yes No

If YES, please specify the following:
 Name of Co-owner: _____ Relationship: _____

2. Are you a spouse or a first degree relative, i.e., parent or child (biological, legally adopted, or in-law) of a Director, Officer, Stockholder of BDO and/or affiliated companies? Yes No

If YES, please specify the following: *(Please attach additional sheets as necessary.)*

Name of Relative			Company Name
Last Name	First Name	Middle Name	_____
Last Name	First Name	Middle Name	_____
Last Name	First Name	Middle Name	_____

3. Are you a second degree relative, i.e., grandparent, brother, sister, grandchild (biological, legally adopted, or in-law) of a Director, Officer, Stockholder of BDO and/or affiliated companies? Yes No

If YES, please specify the following: *(Please attach additional sheets as necessary.)*

Name of Relative			Company Name
Last Name	First Name	Middle Name	_____
Last Name	First Name	Middle Name	_____
Last Name	First Name	Middle Name	_____

SIGNATURE of BUYER

Signature over Printed Name of Principal Buyer

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Related Party Questionnaire - Spouse or Second Buyer

Name of the Client / Counterparty: _____

Date Accomplished: _____

1. Are you a director, officer or stockholder of BDO and/or affiliated companies? Yes No

If YES, please specify the following:

Company Name: _____ Director Officer Stockholder

Company Name: _____ Director Officer Stockholder

Company Name: _____ Director Officer Stockholder

For stockholders: Do you own shares of stocks of BDO and/or affiliated companies, collectively with your spouse and/or relatives within the first degree of consanguinity or affinity, or relative by legal adoption? Yes No

If YES, please specify the following:

Name of Co-owner: _____ Relationship: _____

2. Are you a spouse or a first degree relative, i.e., parent or child (biological, legally adopted, or in-law) of a Director, Officer, Stockholder of BDO and/or affiliated companies? Yes No

If YES, please specify the following: *(Please attach additional sheets as necessary.)*

Name of Relative _____ Company Name _____

_____ Last Name _____ First Name _____ Middle Name _____

_____ Last Name _____ First Name _____ Middle Name _____

_____ Last Name _____ First Name _____ Middle Name _____

3. Are you a second degree relative, i.e., grandparent, brother, sister, grandchild (biological, legally adopted or in-law) of a Director, Officer, Stockholder of BDO and/or affiliated companies? Yes No

If YES, please specify the following: *(Please attach additional sheets as necessary.)*

Name of Relative _____ Company Name _____

_____ Last Name _____ First Name _____ Middle Name _____

_____ Last Name _____ First Name _____ Middle Name _____

_____ Last Name _____ First Name _____ Middle Name _____

SIGNATURE of BUYER

Signature over Printed Name of Spouse or Second Buyer

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Appendix A - Principal Buyer



Client's / Buyer's Name: _____

1. Is your business classified under the gaming industry (casino/ online gaming?) Yes No
If **yes**, please provide document support.

2. Does your business provide service or have dealings/transactions with the gaming industry (casino/ online gaming)? Yes No
If **yes**, please provide information.

3. Do you have related interest/relationship with any business or service provider under the gaming industry? Yes No
If **yes**, please provide document support/company information.

4. Do you process transaction/s related to the gaming industry (casino/ online gaming)? Yes No
If **yes**, please provide information.

By signing, I undertake to advise the Bank if I will be directly/indirectly exposed to the online gaming industry.

Signature over printed name of Buyer

Date Signed

Appendix A1 – Spouse/ Second Buyer



Client's / Buyer's Name: _____

1. Is your business classified under the gaming industry (casino/ online gaming?) Yes No
If **yes**, please provide document support.

2. Does your business provide service or have dealings/transactions with the gaming industry (casino/ online gaming)? Yes No
If **yes**, please provide information.

3. Do you have related interest/relationship with any business or service provider under the gaming industry? Yes No
If **yes**, please provide document support/company information.

4. Do you process transaction/s related to the gaming industry (casino/ online gaming)? Yes No
If **yes**, please provide information.

By signing, I undertake to advise the Bank if I will be directly/indirectly exposed to the online gaming industry.

Signature over printed name of Buyer

Date Signed