

Offer To Buy & Buyer's Profile

Subdivision Sales – For Partnership / Corporation



Sales Officer: _____

Date Received: _____

PROPERTY DESCRIPTION

Location: _____

TCT/CCT NO.:	Lot Area (sqm):	Floor Area (sqm):	Description/Improvements:
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OFFER TERMS AND CONDITIONS

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:	
Term (no. of months)		Terms (years to pay):	
		Interest Rate:	
		For Loan Take out/ Home Loan?	<input type="checkbox"/> YES <input type="checkbox"/> NO
		Bank/Financing Institution:	

CORPORATE BUYER/s INFORMATION

Business Name:		Nature of Business:	
Business Address:		Contact No.	
Date of Registration/Incorporation:	Business Type:	<input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	SEC Registration No.
Place of Registration/Incorporation:	Last ITR Paid (Amount / Year) :	TIN:	SSS No.

Authorized Signatory Info

(Last Name, First Name, Middle Name)

Date of Birth: _____ Place of Birth: _____

Citizenship: _____ Civil Status: _____ Age: _____ Gender: _____

Home Address: _____

Email Address: _____

Mobile No.: _____ Tel. No. _____

Rank/Position in the company: _____

Highest Educational Attainment: _____

SSS/GSIS No. : _____

TIN: _____

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Date of Birth: _____ Place of Birth: _____

Citizenship: _____ Civil Status: _____ Age: _____ Gender: _____

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Mobile No.: _____ Tel. No. _____

Rank/Position in the company: _____

Highest Educational Attainment: _____

SSS/GSIS No. : _____

TIN: _____

INCOME DETAILS

Year Ending	_____	Current Assets	_____	Current Liabilities	_____
Gross Income	_____	Total Assets	_____	Total Liabilities	_____
Net Income	_____	Capital	_____		_____

vs. Monthly Amortization _____

BANK ACCOUNT DETAILS

DEPOSITS	BANK	BRANCH	TYPE & ACCOUNT NO	OUTSTANDING BALANCE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Credit Line (1) Bank Name :	_____	Amount	_____	
Credit Line (2) Bank Name :	_____	Amount	_____	

LOAN & CREDIT REFERENCES

Bank/Financial Institution	Address	Purpose	Loan Amount	Status
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TRADE REFERENCES

Name of Supplier	Address	Telephone No.	Volume/Month
_____	_____	_____	_____
_____	_____	_____	_____
Name of Client	Address	Telephone No.	Volume/Month
_____	_____	_____	_____
_____	_____	_____	_____

SIGNATURES of BUYER/S

_____	_____
Authorized Signatory	Authorized Signatory

REFERRER:

Name:	TIN No. :
Last name _____ First Name _____ Middle Name _____	Address: _____
BDO Employee: <input type="checkbox"/> YES <input type="checkbox"/> NO Position: _____	BDO Account No: _____
	Branch: _____

OTHER CONDITIONS:

- 1 . This Offer to Buy and the terms hereof ("Offer") are subject to BDO Unibank, Inc.'s ("BDO") approval. BDO Unibank Inc. has no commitment and makes no guaranty to approve/accept the offer.
- 2 . Payment of reservation fee in the amount of Php _____, should be simultaneous with the submission of this Offer to BDO. Otherwise, BDO shall have the right to reject this Offer for evaluation.
- 3 . Upon BDO's approval of this Offer, the reservation fee shall automatically form part of the Purchase Price. In case of BDO's disapproval of the Offer, the reservation fee will be refunded without interest.

Should the offer be withdrawn or canceled for any reason, despite BDO's approval, the reservation fee shall be forfeited in favor of BDO.
- 4 . 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.
- 5 . 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.
- 6 . In the event of approval, buyer appoints BDO and its designate representative in filing the BIR form 1606 representing Creditable Withholding Tax (CWT) in buyer's behalf.
- 7 . 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 full-payment/downpayment/ 1st deferred (staggered) payment of contract price.
- 8 . Relocation survey or demolition of existing structures, if needed shall be the sole responsibility of and for buyer's account.
- 9 . Eviction of tenants/squatters thereon, 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.
- 10 . The Bank may amend the rules and conditions prior to acceptance of offer.
- 11 . 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 titles 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 authorize BDO Unibank, Inc. and its authorized representative/s to conduct credit verification.
- The buyer hereby waives confidentiality of client information including without limitation to 1405 (Secrecy of Bank Deposit Act), 6426 (Foreign Currency deposit Act), 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 Checking.

SIGNATURES of BUYER/S

Authorized Signatory	Authorized Signatory

REQUIREMENTS/DOCUMENTS CHECKLIST

INITIAL REQUIREMENTS:

- Fully-Accomplished Offer to Buy (OTB) form
- Two (2) clear copies of Government Issued IDs with picture and signature (with 3 specimen signatures)
- Check (Personal or Manager's Check) as Reservation Fee

OTHER REQUIRED DOCUMENTS:

- Authorized Signatory (1)** Submitted Valid IDs: _____
- Authorized Signatory (2)** Submitted Valid IDs: _____

Sample Valid ID: Passport, PRC, SSS/GSIS, Voter's ID, Unified M-P, Driver's License, Postal ID

- Board Resolution / Secretary's Certificate (authorizing the purchase of the specific property and designating the authorized signatories thereto)
- SEC Certified True Copy of Articles of Incorporation / SEC Certificate of Registration of Articles Incorporation
- SEC Certified True Copy of By-Laws & SEC Certification of Filing of By-Laws
- SEC Certified True Copy of Latest General Information Sheet of the Corporation & its Directors
- Latest Audited Financial Statements / In House Figures
- TIN of corp/partnership and signatories
- Other Documents, as maybe required: _____

KYC Questionnaire:

1. I came to know about the property through:

<input type="checkbox"/> BDO Website	<input type="checkbox"/> Online Partners (Lamudi, Per Square, Dotproperty.ph)	<input type="checkbox"/> Social Media (Facebook)
<input type="checkbox"/> Referred by Agent	<input type="checkbox"/> Newsprint, poster, tarpaulin	
<input type="checkbox"/> Referred by Branch/BDO Employee	_____ (Branch Name/Group/Department/Unit)	By : _____ (Name of BDO Employee)

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. Are you related to a BDO Employee? Yes No
If **YES**, Name of BDO Employee/Position _____ BDO Branch/Department _____ Relationship _____

6. 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 _____

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

8. BDO Credit Card Holder? Yes No

9. U.S Person? Yes No