

Steps on How to Own a Property

1. Choose the type of property that best suits your needs, preference and budget (i.e. residential lots, houses & lots, condominiums)
2. Approach one of our Sales Executives and request for a tour in all projects of Tagaytay Highlands
3. Choose your preferred lot/unit
4. Submit the following requirements:

a. Upon Reservation of Lot/Unit

- i. Current-dated check/s representing the non-refundable reservation deposit
- ii. 3 sets of duly signed Reservation Agreement
- iii. 3 sets of duly signed Payment Computation Table
- iv. 1 set of duly accomplished Membership Application Form
- v. 3 pieces of 1x1 colored photos taken within the last 3 months
- vi. Certificate of Registration issued by the Securities and Exchange Commission (for Corporations)
- vii. Copy of your valid government-issued identification card (i.e. driver's license, passport)

b. Additional Requirements to be submitted/complied with within 15 days from date of reservation:

- i. Letters of Endorsement from at least two (2) active shareholder-members in good standing in any of the Clubs in Tagaytay Highlands
- ii. Actual interview conducted by at least one (1) of the Club's Membership Committee members
- iii. Other requirements that may be required by Belle Corporation and the Club's Membership Committee
- iv. Seven (7) sets of duly signed Contract to Sell

- v. At least twelve (12) post-dated checks representing downpayment and monthly amortization covering one (1) year from date of reservation

c. Other Requirements to be submitted/complied with within 30 days from date of reservation:

- i. Complete post-dated checks covering the remaining amortizations and balloon payment including retention fee checks
 - ii. Copy of your Tax Identification Number (TIN) card
 - iii. Copy of your dependents' valid passport, driver's license or school identification card
 - iv. Information Cards (to be filled up back-to-back in full and in duplicate)
 - v. Authorized Dependent/s Signature Cards (for unmarried child/children until the age of 29 years old, to be accomplished in duplicate)
 - vi. Duly signed Tagaytay Midlands Golf Club, Inc. temporary card
 - vii. Original* and photocopy of your and your dependents' NSO-certified birth certificate
 - viii. Original* and photocopy of your NSO-certified marriage contract
- *Original to be returned to the buyer immediately*
- ix. Four (4) sets of BIR Form 1904
 - x. Four (4) sets of BIR Form 2307

d. For Partnership/Corporations:

- i. Articles of Partnership/Incorporation, By-Laws and latest General Information Sheet duly filed under the Securities and Exchange Commission
- ii. Three (3) notarized sets of Secretary's Certificate/Board Resolution/Partnership Resolution, authorizing the purchase of the property, appointment of an authorized signatory and

designated playing member for the free proprietary share of Tagaytay Midlands Golf Club Inc. and designated occupant for the lot/unit and showing the % of ownership of Filipinos in the Corporation

e. Additional Requirements for Filipinos with foreign citizenship:

- i. Two (2) notarized sets of Affidavit of Citizenship (if Affidavit was executed abroad, then the same must be authenticated by the Philippine Consul General)
- ii. Copy of old Philippine passport and current passport
- iii. Copy of Certificate of Naturalization