



EASTERN VISAYAS LAND REALTY, INC.
164 Avenida Veteranos, Tacloban City

RESERVATION CLEARANCE v1.0

FIRST PHASE	
<p>SALES DEPARTMENT (PART ONE)</p> <p><input type="checkbox"/> Buyer's Information Sheet</p> <p><input type="checkbox"/> Service Acknowledgment Form</p> <p><input type="checkbox"/> Specs of Unit Offered (Floor Plan, Perspective)</p> <p><input type="checkbox"/> TIN Verification with SPA</p> <p><input type="checkbox"/> SPA (OFW / Represented)</p> <p><input type="checkbox"/> Valid ID & Marriage Cert. <i>if married</i></p> <p>Verified: _____</p> <p align="center">Full Name & Signature</p>	<p>FINANCE</p> <p><input type="checkbox"/> Payment Scheme</p> <p>Verified: _____</p> <p align="center">Full Name & Signature</p>
SECOND PHASE	
<p>LOANS AND DOCUMENTATION DEPARTMENT</p> <p><input type="checkbox"/> PAG-IBIG Evaluation Sheet</p> <p><input type="checkbox"/> Latest Payslip (3 Months)</p> <p><input type="checkbox"/> Latest ITR (Self-Employed)</p> <p><input type="checkbox"/> Client Assessment</p> <p>Findings: _____</p> <p><input type="checkbox"/> Requirement Assessment</p> <p>Findings: _____</p> <p>Verified: _____</p> <p align="center">Full Name & Signature</p>	
THIRD PHASE	
<p>SALES DEPARTMENT (PART TWO)</p> <p><input type="checkbox"/> Letter of Intent (for Unavailable Units)</p> <p><input type="checkbox"/> Unit Layout</p> <p><input type="checkbox"/> Unit Specification Form</p> <p><input type="checkbox"/> Reservation Fee Official Receipt</p> <p>(FINANCE) Name & Signature: _____</p> <p align="center">O.R. No.: _____</p> <p><input type="checkbox"/> Reservation Agreement</p> <p><input type="checkbox"/> Contract to Sell</p> <p><input type="checkbox"/> Master Deed of Restrictions</p> <p>Verified: _____</p> <p align="center">Full Name & Signature</p>	
<p><i>Note: All applicable items must be checked and verified by the department in-charge before proceeding to the next steps. This clearance shall form part of the client folder and monitoring reference of EVLRI-Montview Residences Office. For STRICT COMPLIANCE.</i></p> <p><i>Reviewed and Approved:</i></p> <p align="center">_____</p> <p align="center">SIGNATURE OVER PRINTED NAME</p>	
<p align="right">_____</p> <p align="right">DATE</p>	