

Dear Valued Client,

Thank you for your interest in enrolling in our Early Occupancy Program.

For your reference, below is the checklist of the sets of EOP requirements which we would need from you after passing the credit screening by our Lease Administration Group. Please ensure complete submission of these documents for a timely turnover of your unit.

<b>SET 1: EOP REQUIREMENTS FOR RESERVATION AND BOOKING</b>	
	Letter from SMDC Lease Administration Department regarding your approval for EOP
	Signed Reservation Agreement (reflecting an EOP approved unit)
	Signed Schedule of Payment (reflecting an EOP approved term)
	Duly filled-out and Signed Buyer's Information Sheet
	BIR Form 1904 or valid Tax Identification Number (TIN) for Spot 20% and above
	Cleared Reservation Fee
	*Other documents – such as, but not limited to Joint Solidary Undertaking, Special Power of Attorney, etc. – that SM Development Corp. will require from me, as applicable
<b>SET 2: EOP REQUIREMENTS FOR UNIT TO BE CONSIDERED AS ELIGIBLE FOR TURNOVER</b>	
	Complete PDCs (covering the Total Amount Payable, thus including Lumpsum)/ AKCA Requirements
	Signed Contract to Sell
	Signed Deed of Undertaking
	Cleared Downpayment of at least 5% of the Total List Price
<b>Set 2.1: Additional Requirements for Unit to be considered as Eligible for Turnover (depending on EOP Category)</b>	
	For <b>EOP 30</b> : No additional requirements <i>(Turnover will commence in <b>30 days</b> or less after completion of Set 1 and Set 2 Requirements.)</i>
	FOR <b>EOP 60</b> : Cleared payment of first monthly amortization <i>(Turnover will commence in <b>60 days</b> or less after completion of Set 1 and Set 2 Requirements. Set 2.1 Requirements are needed prior to issuance of Notice of Acceptance by SMDC Buyers Turnover Group.)</i>
	FOR <b>EOP 90</b> : Cleared payment of first and second monthly amortizations <i>(Turnover will commence in <b>90 days</b> or less after completion of Set 1 and Set 2 Requirements. Set 2.1 Requirements are needed prior to issuance of Notice of Acceptance by SMDC Buyers Turnover Group.)</i>
<b>SET 3: EOP REQUIREMENTS FOR UNIT TURNOVER AND ACCEPTANCE</b>	
	Notice of Acceptance and Schedule from SMDC Buyers Turnover Group
	Signed Acceptance Form
	Attendance of the Turnover Orientation
	Payment of Working Capital
	Issuance of PDCs to cover the Association dues for the duration that client is not yet fully paid

Please affix your signature below and submit this together with the filled-out Early Occupancy Application Form.

Thank you.

**SM DEVELOPMENT CORP.**

I have fully read and understood the requirements needed for the Early Occupancy Program.

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**Buyer**