

What I Need From You to Complete Your Reservation

DMCI Homes standard requirements for all clients · unclekris.com/reservation-requirements

There are eight standard requirements. You only prepare three of them. I prepare the other five and send them to you to sign.

Nothing here is unusual — every DMCI Homes buyer submits the same set. The list exists because DMCI is required by law to confirm who it is selling to before the sale can proceed. Below is exactly what each one is, and what it needs to look like so it is accepted the first time.



DMCI Homes' own requirements chart — the official list, exactly as the developer issues it.

Everything below is the same eight items, in plain English, with what each one actually needs to look like.

3

YOU SEND ME

Your valid ID with three signatures, a selfie holding that ID, and a proof of billing. That is your whole job.

5

I PREPARE FOR YOU

The checklist, reservation agreement, CAPF, computation sheet and PEP questionnaire. I fill them in and send them over for your signature.

What *you* send me

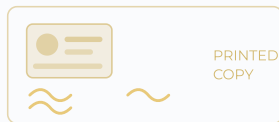
Three items. Clear phone photos are fine for all of them — no scanner needed.

03

Valid ID — with 3 specimen signatures YOU SEND

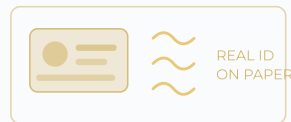
Preferably a **government-issued ID**. If you have already given me one — a driver's licence, passport, UMID — use that same ID so everything stays consistent.

The ID has to carry **three original signatures** alongside it. This is an anti-money-laundering requirement, not a DMCI preference. Two easy ways to do it:



IF YOU HAVE A PRINTER

Print a copy of your ID, sign three times on the same sheet, then photograph or scan it and send it to me.



IF YOU DO NOT

Lay your ID on a blank sheet of paper, sign three times beside it, and take one clear photo of the whole page.

The signatures must be handwritten in ink. A typed or e-signed signature is not accepted for this one — it is returned every time. Sign it by hand, then photograph it.

05

Selfie holding your ID YOU SEND

A clear photo of you holding the **same ID** you submitted. Your face and the details on the ID both need to be readable in the one shot. A phone photo in good light is all it takes.

This is also an anti-money-laundering requirement — it is how DMCI confirms the ID belongs to the person buying.

06

Proof of billing YOU SEND

Any utility or service bill **in your name**, showing the **same home address** on your ID — electricity, water, internet, or a credit card or phone statement.

It must be dated within the last 2 months. If no bill is in your own name, send one in the name of the person you live with — that is an Alternative Proof of Billing (APOB), and it is accepted. Tell me whose name it is in and I will note it.

What *I* prepare

You do not need to chase any of these. I fill them in from the details you have already given me and send them over — most come back to you only for a signature.

01

CI Checklist Form I HANDLE IT

The list the DMCI coordinators use to check that your file is complete. I prepare and submit it with your documents. **Nothing needed from you.**

02

Reservation Agreement I HANDLE IT

Manual or online, completely filled out, and approved by DICD. I prepare it with your unit and payment details and walk you through it before anything is signed.

04

CAPF — Customer Acceptance Policy Form I SEND TO SIGN

DMCI's formal acknowledgement that you accept its customer policy under the Anti-Money Laundering Act. **I send it to you for e-signature** — this one does not need a wet signature.

07

Computation Sheet I SEND TO SIGN

Your unit's full breakdown — list price, discount, contract price, downpayment, monthly schedule, closing fees and balance. Signed by both you and me. **I send it to you for e-signature.**

Read this one properly before signing. If any number is not what you expected, tell me and we fix it before it goes in.

08

PEP Questionnaire I SEND TO SIGN

A short form asking whether you or an immediate family member holds a government position. For almost everyone the answer is simply **no**, and that is the end of it. **I send it for e-signature.**

Everyone on the account answers their own — co-buyers, a representative signing under an SPA, a guardian, or whoever is financing the purchase.

WHY DMCI ASKS FOR ALL THIS

DMCI Homes is a covered person under the **Anti-Money Laundering Act**. Before a property sale can proceed it is legally required to verify and record who the buyer is — name, address, date of birth, occupation, and government-issued identification.

That is the whole reason behind the ID, the three signatures, the selfie and the proof of billing. It is the same for every buyer, with every DMCI project, and it protects you as much as it protects the developer.

THE 30-DAY CLOCK

Your reservation fee is **non-refundable and valid for 30 days**. If the complete set of documents is not submitted inside that window, the reservation is **automatically cancelled** and the unit goes back on the market. Send me what you can as you get it — you do not need to wait until you have everything.

BEFORE YOU SEND — QUICK CHECK

- ☐ **Valid ID** — government-issued, with **three handwritten signatures** on the same page. Not e-signed.
- ☐ **Selfie holding that same ID** — your face and the ID details both readable in one shot.
- ☐ **Proof of billing** — your name, the same address as your ID, dated within the last 2 months.
- ☐ Every **co-buyer** sends their own set of the three above.

[Send it to me on WhatsApp](#)