

# PAYMENT HOLDING AND RESCHEDULING FORM

Date: \_\_\_\_\_

To: Billing and Collection  
Buyer Name: \_\_\_\_\_  
Subdivision & Phase: \_\_\_\_\_  
Block & Lot: \_\_\_\_\_  
Contact No/s.: \_\_\_\_\_

Dear Ma'am/Sir;

Please hold my cheque/auto-debit payment schedule/s dated \_\_\_\_\_.  
I promise to pay the said payment schedule/s, on or before \_\_\_\_\_  
through:

**Cash over-the-counter**

**Bank deposit**

\*Surcharges/penalties for bank deposits should be paid separately over-the-counter at Borland office.

Thank you.

Sincerely yours,

\_\_\_\_\_  
Buyer / Authorized Representative  
(signature over printed name)

Acknowledged by:

\_\_\_\_\_  
Collection Staff – Counter  
(signature and date over printed name)