



RESERVATION AGREEMENT

This Agreement is made and executed this \_\_\_\_\_ in Pasig City by and between:

**LHOOPA INC.**, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with address at Unit 3701 One Corporate Center, Julia Vargas cor. Meralco Ave., Ortigas Center, Pasig City, NCR, represented herein by its \_\_\_\_\_, hereinafter referred to as the **"SELLER"**;

\_\_\_\_\_, of legal age, Filipino Citizen/s, and with residence and postal address at \_\_\_\_\_ hereinafter known as the **"BUYER"**.

PROPERTY AND PAYMENT DETAILS:

SUBDIVISION NAME: Bellavita Cab. East	BLOCK NO.	LOT NO.	BARANGAY Bangad	CITY/MUNICIPALITY Cabanatuan City	PROVINCE Nueva Ecija
LOT AREA	FLOOR AREA	DESCRIPTION OF PROPERTY / IMPROVEMENT, IF ANY:			
CONTRACT PRICE	RESERVATION FEE	DOWNPAYMENT 0.00	TERMS OF PAYMENT (COMPUTATION SHEET "ANNEX A")		

*SELLER reserves the right to accept or deny BUYER's reservation. The reservation herein contemplated does not automatically obligate the SELLER to sell the Property to the BUYER, as the BUYER's ultimate capacity to purchase said Property will be determined only after careful evaluation and review of BUYER's qualification documents and financial capacity.*

TERMS AND CONDITIONS:

1. **Reservation Fee.** BUYER shall pay a **non-refundable and non-transferable** reservation Fee in the amount of \_\_\_\_\_ (PHP \_\_\_\_\_) for the above-described Property and which shall form part of the Down Payment if the reservation is approved by the SELLER.

2. **Forfeiture of Reservation Fee.** The Reservation Fee shall be forfeited in favor of the SELLER, if the BUYER:

1. Withdraw/cancel the reservation, for whatever reason;

2. Failed to submit all applicable loan documents and requirements ("**Annex B**"), within thirty (30) days from Reservation Date, unless such period is extended by the SELLER in writing;

3. Assigned or transferred reservation without the written authorization of the SELLER;

4. Has no capacity/qualification to buy the Property, or failed to cooperate with the SELLER;

5. Has committed breach of warranties and representations;

6. Fails to comply with any covenant or obligation required to be performed or undertaken hereunde

3. **Payment.**

1. BUYER agrees to pay the Contract Price as per the **Computation Sheet** attached hereto as **Annex "A"**, which forms as an integral part hereof.

2. BUYER may pay via online facility with payment institutions duly accredited by the Seller. All bank fees, charges, and taxes imposed on the remittances and conversion shall be borne by BUYER.

3. All payments shall be made directly payable to the SELLER through its authorized representatives (Cashier - Credit and Collection Department) or verified bank accounts. Only duly validated official receipts issued by the SELLER shall be considered and honored. For payments deposited/transferred to the SELLER's bank account, BUYER hereby undertakes to send proof of deposit/transfer to SELLER within one (1) day from the date of payment. Otherwise, SELLER shall not issue an official receipt to the BUYER.

4. Payments made to brokers/agents not covered by official receipts shall not be honored by the SELLER.

4. **Mode of Payment.**

1. If the BUYER intends to avail of Financial Institution/Pag-IBIG Financing, he shall be responsible to provide all the **Loan Application Requirements ("**Annex B**")**, as well as such other additional documentary requirements as may be required by such Financial Institution/Pag-IBIG, depending on its assessment

2. BUYER undertakes to comply with the SELLER's pre-approval evaluation policies and process to ensure higher chances of securing Financial Institution/Pag-IBIG's approval.

3. It is hereby understood that BUYER's application for financing submitted by the SELLER does not warrant approval. The SELLER is merely assisting the BUYER in securing financing to pay for the entire obligations under this Contract.

4. Should the BUYER's financing application be DISAPPROVED for whatever reason and/or the approved loan be lower than the balance, the BUYER shall hold the SELLER free and harmless from any action, loss, damages, expenses, or any type of suit.

5. Upon disapproval of loan application, BUYER is automatically obliged to PAY all outstanding balances based on the Computation Sheet ("**Annex A**") within ten (10) days from receipt of the Notice of Disapproval from the Financial Institution/Pag-IBIG. SELLER shall CANCEL this Agreement in the event that the BUYER cannot pay all outstanding balances due. In the latter case, all payments made shall be automatically forfeited in favor of the SELLER, subject to the provisions of applicable law/s.

6. In the event that the approved loan proceeds are lower than the total Contract Price, BUYER hereby undertakes to pay the difference within ten (10) days from receipt of Notice of Approval/Letter of Guaranty from the Financial institution/Pag-IBIG; otherwise, SELLER shall CANCEL this Agreement and FORFEIT all payments made by the BUYER, subject to the provisions of applicable law/s.

5. **Default.**

1. All payments shall be made on or before their respective due dates without the necessity of any demand or any legal or judicial action.



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2. A 5% penalty, per month or a fraction of a month, shall be imposed by the SELLER for delayed payments.
3. In case of default in payment, SELLER shall give sixty (60) days grace period to the BUYER to pay the amount due including interest and penalties, without prejudice to collection of other incidental damages, if any. Should the BUYER fail to pay within the said grace period, SELLER shall CANCEL this Agreement and FORFEIT all payments made by the BUYER.
4. Subject to the provisions of 11.1.b., BUYER shall be considered in default if he failed to submit all loan documents and requirements within thirty (30) days from Reservation Date.
6. **As-is-where-is.** BUYER hereby acknowledges and certifies that:
  1. He shall take the Property in the state and condition where it may be found
  2. Based on his own investigations and judgment in assessing the condition of the Property, including its size, location, and visible encumbrances, if any, he has ascertained that the Property is acceptable and suitable for his purposes
  3. SELLER is not liable for any hidden defects, flaws, or condition of the Property. Thus, BUYER, his heirs, successors, and assigns, hereby hold the SELLER free and harmless from any claim or action of whatever nature and kind which may arise out of, maybe due to, or may be caused by any construction deficiency.
  4. He has independently ascertained and evaluated all material facts and technical information related to the purchase of the Property and found the same acceptable and satisfactory.
  5. In case of renovations made by SELLER on the Property, BUYER agrees to purchase it with all the renovations made and on an AS-IS-WHERE-IS basis. BUYER is not allowed to demand the renovations or repairs unless otherwise agreed upon with the SELLER.
  6. The Property is subject to final measurement, and he agrees to be bound by any changes in the area resulting from the actual changes in the Property due to renovation works.
  7. SELLER does not warrant the appraisal value of the Property.
7. **Property Development.**
  1. BUYER acknowledges that the Property is subject to final measurement and, as such, BUYER hereby undertakes to be bound by any changes in the areas resulting from any actual changes in the plans as may be deemed necessary to the SELLER, its successors, and assigns, or as may be required and approved by the Department of Human Settlements and Urban Development (DHSUD) and other regulatory agencies, if applicable.
  2. BUYER hereby acknowledges and hereby agrees that prior to final turnover, the SELLER reserves the right to revise the architectural and floor plans of the Property without BUYER's consent. Thus, in the event of any adjustments in the area of the Property, BUYER hereby undertakes to pay for any corresponding increase in the purchase price of the Property or receive a refund for any corresponding decrease in the purchase price of the Property. Any and all adjustments in the purchase price will be reflected in the final turnover notice to be given by the SELLER prior to the execution of the Deed of Absolute Sale.
  3. BUYER understands and acknowledges that the commencement, construction, and completion of the Property shall be based on the estimated dates provided by the SELLER's architects/contractors unless further extended by reason of

force majeure. Force majeure shall mean acts of God, fire, flood, storm, earthquake or seismic disturbances, acts of war (whether declared or not), acts of public enemies of the Philippines, sabotage, rebellion, revolution, civil commotion, economic malaise, hyperinflation, severe peso devaluation, political upheaval, strikes, lockouts, shortage of construction materials such as cement and steel, boycotts or other industrial or labor disputes, or any other cause or causes similar to the foregoing, beyond the reasonable control of the party, and/or any other conditions, event, and cause. In the event of force majeure, the SELLER shall be given additional time to complete the construction of the Project.

## 8. Assignment/Transfer of Rights

1. This Agreement as well as the rights and obligations connected thereto may not be transferred or assigned to another person or entity without the prior written approval of the SELLER; otherwise, the transfer or assignment shall be deemed void and of no effect as regards the SELLER and shall be cause for the CANCELLATION of this Agreement and the FORFEITURE of the Reservation Fee.
2. In the event that BUYER chose to assign/transfer his rights, BUYER hereby undertakes to comply with the SELLER's internal policy on Assignment/Transfer of Rights. In case the SELLER approves such assignment/transfer, BUYER shall pay assignment of rights fee and submit documents as may be required by the SELLER.
3. Once approved by the SELLER, the transferee or assignee shall be automatically bound by the terms and conditions of this Agreement and the Contract to Sell. Transferee/assignee shall be substituted and/or subrogated to all the rights and obligations of the original BUYER.
9. **Contract to Sell.** Upon full payment of the Down Payment and submission of complete requirements for loan application, the SELLER shall issue a Contract to Sell (CTS) to the BUYER. Until such time as the Contract to Sell is executed, this Agreement shall be deemed and remain valid and binding between, and shall govern the relations of the BUYER and the SELLER
10. **Representations and Warranties.**
  1. Any and all representations or warranties made by the Agent shall not be binding on the SELLER unless otherwise specified in this Agreement or incorporated in a subsequent contract between the Parties.
  2. BUYER hereby undertakes to submit all applicable loan documents and requirements ("Annex B") within thirty (30) days from Reservation Date. For this purpose, BUYER shall execute an **Affidavit of Undertaking with Release Waiver and Quitclaim ("Annex C")** upon execution of this Agreement
  3. BUYER warrants that all personal details disclosed to the SELLER in the **Buyer's Information Sheet ("Annex D")** as well as the loan and/or purchase documents ("Annex B") submitted to the SELLER are true and correct and that any form of misrepresentation therein shall entitle the SELLER to CANCEL this Agreement.
  4. BUYER shall inform the SELLER in writing of any changes in his personal details. All Personal Data (as defined under the Data Privacy Act of 2012 and its implementing rules and regulations), customer data, and account or transaction information or records (collectively, the "Information") relating to BUYER may be processed, profiled, or shared to, by and between SELLER



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and any of its affiliates and subsidiaries.

5. The Parties and/or their representatives hereto have legal capacity and authority to enter into this Agreement.

## 11. Cancellation.

1. SELLER shall have the right to CANCEL this Agreement, after due notice, and FORFEIT the Reservation Fee and whatever other payments the BUYER may have made, as and by way of liquidated damages, in the event the BUYER fails, despite due notice, to comply with any covenant or obligation required to be performed or undertaken hereunder including, but not limited to the following:
  - a. Failure of the BUYER to pay any of the monthly installments or down payment,
  - b. Failure of the BUYER to sign, submit and/or deliver any and all pertinent documents required under this Agreement or as may be required by the SELLER/Financial Institution/Pag-IBIG for the purchase of the Property;
  - c. Cancellation of the BUYER, for any reason whatsoever;
  - d. Inaction and/or failure of the BUYER to cooperate with the SELLER;
  - e. Fraud, misrepresentation, falsification of documents, or concealment of material facts by the BUYER, and
  - f. Other causes which the SELLER may deem proper and justified under this Agreement or applicable laws.
2. In the event that the Property is found unavailable for sale due to technical reasons or due to a prior sale commitment or transaction with another party, the same having been offered to another party, the BUYER agrees to hold the SELLER free and harmless from any and all liability whatsoever, in which case, the SELLER may have the Property exchanged with another, or CANCEL this Agreement, subject to the reimbursement of all payments previously made by reason of this reservation, without interest

## 12. Taxes and Fees.

1. Whenever applicable, Contract Price shall be inclusive of the twelve percent (12%) Value Added Tax (VAT). In case however of any increase in the VAT rate or in case new/additional taxes, fees, or other government charges are assessed/levied after the signing of this Contract, the same shall be for the account of the BUYER. It is hereby agreed that the TCP or any amount indicated herein shall be correspondingly adjusted.
2. Capital Gains Tax and Documentary Stamp Tax shall be for the account of the SELLER;
3. Transfer taxes, registration fees, notarial expenses, and all other miscellaneous fees and expenses which are required for the execution, registration, and/or transfer of the Property shall be for the account of the BUYER.
4. Real estate taxes which have accrued prior to the transfer of possession (actual or constructive) of the Property to the BUYER shall be paid by the SELLER.
5. Other charges and expenses (i.e. finance fee, processing and appraisal fee, fire insurance, move-in fees, etc.) which were advanced by the SELLER for the BUYER shall be reimbursed to the SELLER prior to the execution of this Contract.

13. **Move-in.** Conditional move-in of the BUYER to the Property shall be subject to the approval of the SELLER upon submission of the BUYER of complete documentary requirements.

14. **Confidentiality.** The Parties hereto undertake that they shall not, at any time during the term of this Agreement, and after its

termination, disclose to any person the terms and conditions of this Agreement, unless such disclosure is with the written consent of the other Party, or such is required by law or governmental regulation or by subpoena or other valid legal processes, or when such disclosure is necessary for the enforcement of this Agreement and only to the extent necessary to protect the rights and interest of the Parties hereto.

## 15. Data Privacy.

1. By signing this Agreement, BUYER hereby allows SELLER, its affiliates, and third-party processors, to provide certain Services appurtenant to this Agreement. BUYER hereby acknowledges and agrees to provide his personally identifiable and sensitive information to the Company for it to provide said Services
2. In line with these, BUYER hereby authorizes SELLER and its authorized representatives or third-party processors, to collect, record, organize, store, update, transfer, use for monitoring and/or audit purposes, and to process as necessary, any information pertaining to him, this application or Reservation Agreement, if any, or any updates thereof under the following circumstances or for any of the following purposes:
  - a. To conduct appropriate credit investigation to evaluate the credit risk associated with the BUYER's financial obligations to the SELLER, its subsidiaries, and affiliates;
  - b. To facilitate the reservation sale and the turnover of the Property, including the preparation of all documentation for the transfer of title, and to perform all financial processes (reservation fees, amortization, handover fees, etc.) associated with the purchase of the Property;
  - c. To execute contract or provide information and other services;
  - d. To update SELLER's records and keep BUYER's contact details and billing address up to date;
  - e. To provide safety and security to BUYER, visitors, and employees of the SELLER;
  - f. To conduct research and analysis (through surveys or polls) in order to improve customer experience/satisfaction
  - g. To respond to specific complaints, inquiries, and requests or to provide requested information;
  - h. To provide customer care activities, monitor quality and security, and provide services timely and efficiently; and,
  - i. To notify and update BUYER (through call, text, or email) about complementary, commercial, and promotional advertisements, loyalty and rewards offers, exclusive invites, discounts, surveys, and other direct marketing
3. BUYER hereby acknowledges and warrants that he has provided his consent, including the consent of all parties pertinent to this transaction to disclose his information for the proper administration and provision of services requested from this transaction. BUYER hereby holds free and harmless and undertakes to indemnify the SELLER for any complaint, suit, damages, and the like which any party may file or claim against the SELLER in relation to this acknowledgment and warranty.
4. BUYER hereby acknowledges that SELLER has implemented security measures to protect BUYER's information.

## 16. Miscellaneous Provisions.

1. This Agreement shall be governed by and construed in accordance with the laws of the Republic of the Philippines.
2. In case of any conflicts or legal disputes, the Parties shall use



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their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof. Any and all actions or suits in connection with or arising from this Agreement shall be filed with or instituted in the proper courts of Pasig City, Philippines, to the exclusion of all other venues

- 3. The Parties hereby acknowledge that they have carefully read and understood the provisions of this Contract and have not relied upon any statement, representation, or warranty made by the other Party or his agents, other than as set out herein.
- 4. Except when the context clearly indicates otherwise, the following rules shall be observed and applied in this Agreement: (i) the masculine gender includes the feminine and neuter, and vice versa; (ii) the singular number includes the plural, the plural, singular; and, (iii) if there are two or more BUYERs under this Agreement, the obligations mentioned herein are deemed contracted by them in a joint and several character or capacity.
- 5. This Contract and all its annexes, constitute the entire

agreement and understanding between the Parties and shall supersede all other prior or contemporaneous communications between the Parties relating to the subject matter of the Agreement. All other prior agreements, whether oral or written, are hereby declared and rendered null and void.

- 6. The provisions of this Agreement shall be deemed severable, and the unenforceability or nullity of any one or more provisions shall not affect the enforceability of any other provisions. In addition, if any provision of the Contract, for any reason, is declared to be unenforceable, the Parties shall substitute an enforceable provision that, to the maximum extent possible in accordance with applicable law, preserves the original intentions and economic positions of the Parties
- 7. The provisions of this Agreement shall continue to be in full force and effect, in so far as it is deemed consistent with the subsequent Contract to Sell and Deed of Absolute Sale to be executed between the Parties. In case of conflict, the provisions in the Contract to Sell and Deed of Absolute Sale shall prevail

LHOOPA INC.  
SELLER

BY:

\_\_\_\_\_

BUYER/S

\_\_\_\_\_

BUYER

With marital consent:

\_\_\_\_\_

SPOUSE

CO-BUYER

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNED IN THE PRESENCE OF:



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## ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES )  
CITY OF \_\_\_\_\_): S.S.

BEFORE ME, a Notary Public in and for the above jurisdiction, this \_\_\_\_\_ on \_\_\_\_\_ personally:

Name	TIN Number	Date/Place Issued
LHOOPA INC.	008-806-686-000	March 02, 2016

This instrument, consisting of \_\_\_\_ ( ) page/s, including the page on which this acknowledgment is written, has been signed on the left margin of each and every page thereof by the concerned parties and their witnesses, and sealed with my notarial seal.

WITNESS MY HAND AND SEAL on the date and at the place first above written.

Doc. No.....;  
Page No.....;  
Book No.....;  
Series of \_\_\_\_\_.





ANNEX A

COMPUTATION SHEET

Reservation Agreement Date: \_\_\_\_\_

BROKER: \_\_\_\_\_

Names of Buyer: \_\_\_\_\_

Address: \_\_\_\_\_

Project: \_\_\_\_\_

Block No.: \_\_\_\_\_ Lot No.: \_\_\_\_\_ Lot Area: \_\_\_\_\_ Floor Area: \_\_\_\_\_

**A) TOTAL SELLING PRICE**

LESS: PROMO DISCOUNT

ADD: % MISC. FEE

      % MISC. FEE AMOUNT

**B) NET CONTRACT PRICE**

**C) % DOWN PAYMENT**

**D) % DOWN PAYMENT AMOUNT**

LESS:

      RESERVATION FEE

      SPOT DP DISCOUNT

**E) NET DOWNPAYMENT**

PHP

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SCHEDULE OF NET DOWNPAYMENT

NO.	DATE	AMOUNT	REMARKS
1st		NA	
2nd			
3rd			
4th			
5th			
6th			
7th			
8th			
9th			
10th			
11th			
12th			

FINANCING OPTIONS

☐ BANK

☒ PAG-IBIG/HDMF

BALANCE FOR HOUSING LOAN: 90.00 % PHP 475,000.00

ESTIMATED MONTHLY AMORTIZATION

YEARS	INTEREST RATE	FACTOR RATE	AMOUNT
<input type="checkbox"/> 5 YEARS TO PAY	_____	_____	_____
<input type="checkbox"/> 10 YEARS TO PAY	_____	_____	_____
<input type="checkbox"/> 15 YEARS TO PAY	_____	_____	_____
<input type="checkbox"/> 20 YEARS TO PAY	_____	_____	_____
<input type="checkbox"/> 25 YEARS TO PAY	_____	_____	_____
<input type="checkbox"/> 30 YEARS TO PAY	_____	_____	_____

\*plus MRI and Fire Insure

I have read and fully understood the computation above and I agree to pay the monthly amortization as specifically shown above: In case of Cancellation of this Reservation Agreement and/or payment default, all payments made shall be forfeited in favor of Lhoopa Inc.

**Reservation fee is non-refundable and non-transferrable.**

\_\_\_\_\_

\_\_\_\_\_

Buyer/SPA’s signature over printed NameDate Signed

Prepared By: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Checked By: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

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

ANNEX B

Checklist of Requirements:

General Requirements

- ☐ 1x1 ID Photo
- ☐ Employee Statement of Accumulated Value (ESAV)
- ☐ Pag-IBIG Official Receipt (OR) for Lump Sum contribution
- ☐ Valid Philippine Gov't Issued IDs (Spouse, SPA & Co-borrower)
- ☐ Verified BIR 1904 Form
- ☐ Birth Certificate
- ☐ CENOMAR (Certificate of No Marriage)
- ☐ Marriage Certificate
- ☐ Death Certificate of Spouse
- ☐ Annulment Documents
- ☐ Proof of Billing Address (Meralco or Water)
- ☐ Special Power of Attorney (SPA) Document – Pag-IBIG Format
- ☐ Passport Stamp – Entry/ Exit
- ☐ House/ Home Address Sketch
- ☐ Employer/ Business Address Sketch

Locally Employed

Regular Employee/WFH/Monthly Rate

- ☐ Certificate of Employment & Compensation (COEC)
- ☐ One (1) Month payslip
- ☐ Income Tax Return (BIR) or BIR 2316 Form of Previous year
- ☐ Company ID
- ☐ Sketch of Employer Address
- ☐ HR Information
- ☐ 1. Contact Person
- ☐ 2. Contact Number - Mobile number/Landline
- ☐ 3. Email Address - for employment verification purposes

Regular Employee and salary by weekly/Daily Rate

- ☐ One (1) Year payslip
- ☐ Certificate of Employment & Compensation (COEC)

Income Requirements

Commission Based

- ☐ Certificate of Employment & Compensation (COEC) or Contract
- ☐ Commission Voucher for last 3 to 6 months
- ☐ Bank Statement
- ☐ Latest 1701A/Q & 2307 with Stamp of BIR

Remarks

Original, colored, white background

Updated, Must be 24 months and or above contribution

Applicable for the Pag-IBIG member who has less than 24 months Contribution

Philippine Issued, Photocopy, Valid, with 3 specimen signature

Original, with BIR stamp

Photocopy (For Single), must be clear and readable

Original w/ receipt (For Single)

Photocopy (For Married), must be clear and readable

Photocopy (For Widow), must be clear and readable

Photocopy (For Separated), must be clear and readable

Photocopy/ Original (For the registered billing address)

Original, For OFWs. Red Ribbon (authenticated/ consularized if issued abroad)

Photocopy, For OFWs

Original, hand drawn

Original, hand drawn

Remarks

Original

Certified True Copy

Photocopy

Photocopy

Original, hand drawn

Must be active

Must be active

Private domain; Must be active

Remarks

Certified True Copy

Original

Remarks

Original

Photocopy

Photocopy

Original with CTC Stamp of BIR

<b>Freelance (Foreign Employer)</b>		<b>Remarks</b>
<input type="checkbox"/>	Copy of Job Contract	Photocopy
<input type="checkbox"/>	Certificate of Employment & Compensation (COEC)	Photocopy
<input type="checkbox"/>	One (1) Year payslip	Photocopy
<input type="checkbox"/>	One (1) Year payroll summary	Photocopy
<input type="checkbox"/>	One (1) Year Transaction History of E-wallet or Bank Statement (If salary is via E-wallet or local PH bank)	Photocopy
<input type="checkbox"/>	Sketch of WFH Location Address	Original, hand drawn
<b>Contract Based / Project Based</b>		<b>Remarks</b>
<input type="checkbox"/>	Copy of Job Contract	Photocopy
<input type="checkbox"/>	Certificate of Employment & Compensation (COEC)	Photocopy
<input type="checkbox"/>	Certified True Copy of One (1) Month payslip	Certified True Copy
<input type="checkbox"/>	Income Tax Return (BIR) or BIR 2316 Form of Previous year	Photocopy
<b>SEAMAN</b>		<b>Remarks</b>
<input type="checkbox"/>	Verified Job Contract	Photocopy
<input type="checkbox"/>	Seaman's book	Photocopy
<input type="checkbox"/>	Embarkation Slip	Photocopy
<input type="checkbox"/>	One (1) Month Allotment Slip	Photocopy
<input type="checkbox"/>	Proof of Remittance from Receiver/Sender	Photocopy
HR Information		
<input type="checkbox"/>	1. Contact Person	Must be active
<input type="checkbox"/>	2. Contact Number - Mobile number/Landline	Must be active
<input type="checkbox"/>	3. Email Address - for employment verification purposes	Private domain; Must be active
<b>Landbased OFW</b>		<b>Remarks</b>
<input type="checkbox"/>	Job Contract (english translated) with verified/stamped by POLO or PagIbig Fund	Photocopy
<input type="checkbox"/>	Valid OEC Certificate	Photocopy
<input type="checkbox"/>	Proof of Remittance from Receiver/Sender	Photocopy
<input type="checkbox"/>	Valid Resident ID with English Translation (Back to Back copy)	Photocopy
<input type="checkbox"/>	Working Visa /Permit ( Recent)	Photocopy
Employer Information		
<input type="checkbox"/>	1. Contact Person	Must be active
<input type="checkbox"/>	2. Contact Number - Mobile number/Landline	Must be active
<input type="checkbox"/>	3. Email Address - for employment verification purposes	Private domain; Must be active
<b>Self-employed (Business)</b>		<b>Remarks</b>
<input type="checkbox"/>	DTI Registration (if Sole proprietorship)	Photocopy
<input type="checkbox"/>	SEC Registration (if Incorporated, Corporation)	Photocopy
<input type="checkbox"/>	Business Permit (Mayor's Permit/ Barangay Permit)	Photocopy
<input type="checkbox"/>	BIR 2303 Form or BIR Registration	Photocopy
<input type="checkbox"/>	Income Tax Return (ITR) with BIR Stamped, duly received	Certified True Copy
<input type="checkbox"/>	Audited Financial Statemen (AFS)	Photocopy
<input type="checkbox"/>	At least six (6) months Bank Statements	Photocopy
<input type="checkbox"/>	Sketch of Business Location (hand drawn)	Original
<input type="checkbox"/>	Picture of Business	Original

DISCLAIMER:

Additional documents other than the list stated in Annex B may still be required by Pag-IBIG during evaluation.



ANNEX C

Affidavit of Undertaking to Submit Documentary Requirements  
with Release, Waiver and Quitclaim

I/WE, \_\_\_\_\_, and \_\_\_\_\_ of legal age, Filipino and with residence at \_\_\_\_\_ after having been sworn in accordance with law, do hereby depose and state that:

- 1. I/WE executed a Reservation Agreement ("Agreement") to buy \_\_\_\_\_ ("Property"), which is owned and registered under the name of LHOOPA, INC. ("SELLER"), a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with address at Unit 3701 One Corporate Center, Julia Vargas cor. Meralco Ave., Ortigas Center, Pasig City.
- 2. Pursuant to the said Agreement, I/WE hereby undertake to submit all the documentary requirements to facilitate the processing of my/our loan application within **thirty (30) days** from the date of the execution of said Agreement.
- 3. In the event I/WE failed to submit such documentary requirements within the said period, we hereby declare that we will be considered in **DEFAULT** by the SELLER; that the Agreement may be unilaterally **CANCELLED** by the SELLER without need of further demand or extension; that all payments made in favor of the SELLER shall be **FORFEITED**; that the Property shall be opened for **RE-SALE**; and that I/WE shall voluntarily **VACATE** the Property within fifteen (15) days from cancellation of said Agreement, in case I/WE are in possession thereof.
- 4. I/WE hereby irrevocably **RELEASE, WAIVE and FOREVER DISCHARGE** the SELLER, as well as any and all of its directors, officers, shareholders, employees, and/or agents or representatives, from any action, claim, offense, sum of money, damages, and demands whatsoever arising from or in connection with the said cancellation and forfeiture; that I/WE shall not institute any action of whatever kind and nature in any court or administrative tribunal; and that in case of violation of the foregoing undertaking, I/WE hereby accept my/our obligation to pay Actual and/or Compensatory damage to the SELLER, including attorney's fees and other legal fees, plus applicable interest.
- 5. I/WE hereby declare that I/WE have read this document and have fully understood the same, and that the waiver and covenants undertaken herein as well as the terms and conditions specified under the Reservation Agreement are made willingly and voluntarily and with full knowledge of my/our rights under the law.
- 6. I/WE are executing this *Affidavit of Undertaking to Submit Documentary Requirements with Release, Waiver and Quitclaim* to attest to the truth of the foregoing facts and for all legal intents and purposes.

**IN WITNESS WHEREOF**, I/WE have hereunto affixed my/our signature/s this \_\_\_\_\_ in \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Affiant

\_\_\_\_\_  
Affiant

With marital consent:

With marital consent:

**SUBSCRIBED AND SWORN** to before me, this \_\_\_\_\_ at \_\_\_\_\_, Affiant exhibiting to me \_\_\_\_\_.

Doc. No.....;  
Page No.....;  
Book No.....;  
Series of \_\_\_\_\_.

ANNEX D

BUYER'S INFORMATION SHEET										
PLEASE ACCOMPLISH THIS FORM COMPLETELY. INCOMPLETE FORMS WILL NOT BE PROCESSED.										
*Lot/Unit No.		*Block No.		*Project			Location		Floor Area (sqm)	Lot Area (sqm)
BORROWER'S DATA										
*Last Name		*First Name		*Middle Name		*Date of Birth		*Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	*Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widower <input type="checkbox"/> Annulled <input type="checkbox"/> Legally Separated	
*Permanent Home Address (Unit no., Bldg./Subd., Street, Barangay, Town/City, Country)				Zip Code		*Home Tel No./Mobile No. *Best time to receive call:		*Citizenship <input type="checkbox"/> Filipino <input type="checkbox"/> Non-Filipino <input type="checkbox"/> Dual Citizen		
*Present Home Address (Unit no., Bldg./Subd., Street, Barangay, Town/City, Country)				*Email Address		*TIN		*No. of Dependents		
*Home Ownership <input type="checkbox"/> Owned <input type="checkbox"/> Company <input type="checkbox"/> Living relatives/parents <input type="checkbox"/> Mortgaged <input type="checkbox"/> Rented at Php _____ month				*Years of Stay		*Pag-Ibig MID No.		SSS/GSIS No.		
*Employment Type <input type="checkbox"/> Employed <input type="checkbox"/> Self Employed		*Employer/Business Name			*Employer/Business Address			*Years Employed/in Business		
*Employer/Business Telephone Number				*Employer/Business Email Address			*Gross Monthly Salary			
*HR Manager/Officer/Supervisor Full Name (for employed)				*HR Telephone/Mobile Number			*HR Email Address			
SPOUSE'S DATA (IF APPLICABLE)										
*Last Name		*First Name		*Middle Name		*Date of Birth		*Gender <input type="checkbox"/> M <input type="checkbox"/> F	E-Mail Address	
Employer/Business Name:				*Mobile No.		TIN		Pag-Ibig MID No.		
Employer/Business Telephone Number				Employer/Business Email Address			Gross Monthly Salary			
ATTORNEY-IN-FACT'S DATA										
*Last Name		*First Name		*Middle Name		*Date of Birth		*Gender <input type="checkbox"/> M <input type="checkbox"/> F	*Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widower <input type="checkbox"/> Annulled <input type="checkbox"/> Legally Separated	
*Permanent Home Address (Unit no., Bldg./Subd., Street, Barangay, Town/City, Country)				Zip Code		*Home Tel No./Mobile No.		AIF Relationship to Applicant		
*Present Home Address (Unit no., Bldg./Subd., Street, Barangay, Town/City, Country)				*Email Address		*TIN				
BANK ACCOUNTS (Indicate your 3 most active)										
*BANK	*BRANCH/ADDRESS			*TYPE OF ACCOUNT (checking or savings)			DATE OPENED	AVE. BALANCE		
OUTSTANDING CREDITS/LOANS AVAILMENTS										
*Creditor (HDMF, Bank, Lending, Others)		*Loan Type (Housing, Car, Salary, Others)			Amount/Balance	Maturity date				
						Mo.Amortization				
*Creditor (HDMF, Bank, Lending, Others)		*Loan Type (Housing, Car, Salary, Others)			Amount/Balance	Maturity date				
						Mo.Amortization				
CHARACTER REFERENCES										
NAME				ADDRESS				TEL. NO.		
CERTIFICATION										
I/We hereby affirm that the information given in this Buyer Information Sheet are TRUE and CORRECT and that I/We have not withheld anything which can affect my/our reservation application with Lhoopa, Inc. (herein after referred to as the "COMPANY") I/We hereby authorize the company to validate the accuracy and completeness of my/our declaration. The company may approve or reject my/our application at its sole discretion. I/We understand that should my/our application be denied, the company has no obligation to furnish the reason for such rejection. Furthermore, I/We agree that all information obtained by the company shall remain its property whether or no application is granted.										
Buyer's Signature Over Printed Name					Spouse's Signature Over Printed Name					
Date					Date					
AIF's Signature Over Printed Name					Date					
FOR LHOOPA, INC USE ONLY										
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved By:					Broker/ Salesperson:					
_____ LHOOPA, INC. Authorized Personnel					_____ Signature Over Printed Name					