



# SENON INSURANCE ADJUSTERS & APPRAISERS

Unit 3G10 Olivarez Condominium, Juanita De Leon St., San Dionisio, Parañaque City

Tel. Nos.: (02)856-3621; 856-0435; 984-2274; Telefax No. 553-3734;

Email address: [claims@senonadjuster.com](mailto:claims@senonadjuster.com); [siaa@senonadjuster.com](mailto:siaa@senonadjuster.com)

**SERVICES OFFER: APPRAISAL- ADJUSTMENT- MARINE SURVEY- FORENSIC ACCOUNTING**

Concordia  
Global Network

Our Ref. No.: SENON-21-13420/JSS

April 28, 2021

**TAGAYTAY HIGHLANDS COMMUNITY  
CONDOMINIUM ASSOCIATION, INC.**

**(Woodlands Village)**

Tagaytay Highlands, Tagaytay City Cavite

Thru: **BDO INSURANCE BROKERS, INC.**

43<sup>rd</sup> Floor, BDO Corporate Center Ortigas

12 ADB Avenue, Ortigas Center, Mandaluyong City

Attention : **MR. ROMMEL A. ESPEJO**  
**Junior Assistant Manager**

**ACKNOWLEDGEMENT OF DOCUMENTS**

Subject : Insured: **TAGAYTAY HIGHLANDS COMMUNITY  
CONDOMINIUM ASSOCIATION, INC.**  
**(Woodlands Village)**

Claimant: **Maple 8 – Unit 8B**

Damage to Third Party properties due to water leakage  
Discovered on **January 12, 2020** at Tagaytay Highlands,  
Tagaytay City Cavite

Insurers: **MALAYAN INSURANCE COMPANY, INC.**

Policy No.: **F0033335**

Dear Madam;

We write you in regard to the above and wish to acknowledge receipt of the following documents which you submitted, to wit:

April 7, 2021

1. Copy of Incident Report;
2. Copy of Quotation amounting to Php571,964.00;
3. Copy of Quotation amounting to Php106,000.00; and
4. Copy of Demand Letter.

However, we find the following were not among the submitted, thus we reiterate our request your submission of the lacking, to wit:

***From the Insured***

1. Accomplished Liability Forms (form supplied);



Member: Association of Philippine Adjustment Companies (APAC); Philippine Association of Realty Appraiser (PARA);  
Philippine Institute of Loss Adjusters (PILA); Australasian Institute of Chartered Loss Adjusters (AICLA-Aff)  
Cebu City Satellite office: 3<sup>rd</sup> Floor, Room 2314, Bayanihan Flats, Abuno St., Pajac Lapu Lapu City, Cebu  
Davao City Satellite Office: Nasol Building, Matibay St., Poblacion 2, Compostela, Davao De Oro

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2. Accomplished Non Waiver Agreement (form supplied);
3. Copy of pictures taken during the incident;
4. Insured business permits and other government licenses to engage in business;
5. Copy of Master Deed; and
6. Latest Visit Record of the Insure/Insured Representative.

***From the Third Party Claimant***

1. Proof of costing or available receipts from the third party claimant;
2. Proof of ownership from the third party owned the damaged properties; and

Should we, however, in the course of our evaluation of your claim find a need to request for additional documents and information to further substantiate the claim, your good selves would be advised accordingly.

This letter should not be construed, however, as an admission of liability on the part of your Insurer, but rather, merely as a request for information/data whereupon evaluation of the claim will be based.

Thank you for your cooperation and we hope to hear from you soonest.


Very truly yours,

**SENON INSURANCE ADJUSTERS & APPRAISERS**

IC License No. 2019-31-R-FMC

  
**JEACKO ALLYN S. SAPORNA**

*Senior Insurance Claims Investigator II*

  
**JOSE G. DALANON, JR. LLB, REA, PILA, AICLA (Aff)**

*CEO/General Manager*

*PTR No. 2585408, January 14, 2021, Parañaque City*

/mdm



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