



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: claims@senonadjuster.com
SERVICES OFFER: APPRAISAL- ADJUSTMENT- MARINE SURVEY- FORENSIC ACCOUNTING

Concordia
Global Network

Our Ref. No.: SENON-21-13306/JSS
Your Claim No.: EN-CAR-HOM-202100083

June 2, 2021

**TAGAYTAY HIGHLANDS COMMUNITY
CONDOMINIUM ASSOCIATION, INC.
(Woodlands Village)**
Tagaytay Highlands, Tagaytay City Cavite

Thru: **BDO INSURANCE BROKERS, INC.**
43rd Floor, BDO Corporate Center Ortigas
12 ADB Avenue, Ortigas Center, Mandaluyong City

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

1st FOLLOW UP LETTER

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**

Gentlemen:

This refers to the above-captioned claim and to our letter dated **April 28, 2021**, requesting you to submit the following lacking documents of your claim. We now reiterate the submission of the same, to wit:

From the Insured

1. Accomplished Liability Forms (form supplied);
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; and
2. Proof of ownership from the third party owned the damaged properties.



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: 3rd 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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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

cc: Malayan Insurance Company, Inc. – Claims Dep't.

/mdm

