

### RESERVATION AGREEMENT

**I. INTENTION TO PURCHASE AND REQUEST TO RESERVE.** I/We hereby request that the following Unit/s (the "Unit/s") be reserved for my/our purchase as soon as all the necessary consents and approvals are obtained:

UNIT DETAILS					
TOWER/BUILDING		UNIT TYPE		NO. OF PARKING	
FLOOR/UNIT NO.		FLOOR AREA		SLOT NUMBER	
PAYMENT SCHEME		MODE OF PAYMENT			
		<input type="checkbox"/> ADA <input type="checkbox"/> BILLSPAYMENT <input type="checkbox"/> CREDIT CARD/CHECKS <input type="checkbox"/> WIRE TRANSFER (For International Buyers only)			

**II. PURCHASE PRICE.** I/We acknowledge that the purchase price of the Unit/s is PESOS: \_\_\_\_\_ (Php \_\_\_\_\_)

(the "Purchase Price"), inclusive of the applicable and payable value-added tax, but exclusive of registration fees, transfer fees and other charges. The Purchase Price shall be payable in accordance with **Annex A**. Check payments shall be made payable to Ortigas & Company, Limited Partnership.

**III. RESERVATION FEE.** I/We understand and agree that my/our reservation for the above Unit/s is subject to the approval of OCLP and my/our compliance with the terms and conditions of this Agreement. For the purpose of the reservation, I/we enclose/confirm payment of a non-refundable Reservation Fee in the amount of Php \_\_\_\_\_ on \_\_\_\_\_.

**IV. CREDIT INVESTIGATION.** Should I/we choose to avail of financing in the purchase of the Unit/s, I/we undertake to submit to the Seller all requirements, documents and information required for Credit Investigation within 15 days from the date of this Reservation Agreement.

**V. UNDERTAKINGS, REPRESENTATIONS AND WARRANTIES.**

- a. The reservation of the Unit/s specified above is good only for a period of Thirty (30) days from the date of my/our payment of the Reservation Fee. I/We agree that if I/we do not finalize the transaction or begin payment of the down payment within the allotted time, the Seller shall have the right to consider the reservation of the Unit/s void, forfeit the reservation fee, and offer the Unit/s to other interested parties.
- b. In the event that I/we avail myself/ourselves of bank financing for the Purchase Price or any portion thereof, I/we shall be solely responsible for filing the requisite loan application form prescribed by the bank, together with all the necessary supporting requirements/documents for the processing of my/our loan application for the purpose of causing the release of the loan proceeds to be used to finance my purchase of the property within the payment period prescribed under my/our chosen payment scheme.
- c. I/We hereby undertake to immediately execute the corresponding Contract to Sell and the corresponding Deed of Absolute Sale upon notice and approval from OCLP.
- d. Without need of prior notice or demand on me/us, OCLP can cancel this Reservation Agreement and forfeit all my/our payments of whatever nature as liquidated damages, if any of the following events occur:
  - d.1 I/We fail to make any payments as they fall due.
  - d.2 I/We fail to execute the corresponding Contract to Sell, Deed of Absolute Sale, and all other contract documents pertaining to this agreement; or fail to comply with any of the terms of the purchase.
  - d.3 I/We withdraw or cancel this reservation agreement for any reason whatsoever.
  - d.4 My/our housing loan application is disapproved by the lender, and I/we am/are not able to obtain other sources of financing acceptable to OCLP for the payment of the balance of the purchase price.
  - d.5 I/We transfer or attempt to transfer or assign this reservation without OCLP's written approval.
  - d.6 I/We default on any of my/our obligations or covenants under this reservation agreement.
- e. I/We understand and agree that this Agreement only gives me/us the right to have the Unit/s reserved subject to the fulfillment of the conditions herein stated. No other right, title, or ownership is vested upon me/us by the execution of this Agreement. OCLP retains title and ownership of the Unit/s until I/we shall have fully paid all amounts due by reason of my/our purchase of the Unit/s.
- f. I/We understand and agree that my/our purchase of the Unit/s shall be subject to, among others, the covenants and restrictions specified in the relevant Master Deed with Declaration of Restrictions (the "Master Deed"), which will be annotated on the corresponding certificate of title to the Unit/s as a lien thereon, and which covenants and restrictions I/we undertake to faithfully and strictly comply with.
- g. I/We warrant that the information which I/we provide herein, whether personal or corporate, is true and correct and agree to directly and personally inform OCLP in writing of any changes in my/our personal data. It is understood that OCLP shall have the right to solely rely on the information provided by me/us, and shall not be held responsible for any error, non- or miscommunication in the information given by me/us. I/We also warrant that the funds to be used in purchasing the Unit/s is, has been, and will be obtained through legitimate means; and do not, and will not constitute all or part of the proceeds of any unlawful activity under applicable laws. I/We hereby hold OCLP free and harmless from any incident, claim, action, or liability arising from the breach of my/our warranties herein.
- h. In the event that during the Reservation Period there will be changes in the technical plans of the Unit/s or OCLP is unable to construct or complete the Unit/s pursuant to, or as a consequence of the requirements of the government entities, I/we agree to hold OCLP free and harmless from any and all liability whatsoever, in which case, OCLP may [a] have the Unit/s exchanged with another Unit/s which is available, or [b] refund the Reservation Fee without interest and less administrative costs and expenses.

**VI. CONTACT INFORMATION ( Please answer all fields accurately. The information you put here shall be the basis of your Contract to Sell and Deed of Absolute Sale.)**

**TITLING INSTRUCTIONS:** In connection with my reservation and purchase of the Property, I/We would like the purchase to be registered as follows:

<input type="checkbox"/> Solely in my name	<input type="checkbox"/> Individual _____	<input type="checkbox"/> In our name/s	<input type="checkbox"/> Spouses _____	<input type="checkbox"/> In the name of:
<input type="checkbox"/> Married to _____	<input type="checkbox"/> Co-owner _____	<input type="checkbox"/> A corporation _____	<input type="checkbox"/> A partnership _____	<input type="checkbox"/> Trust Account _____

**FOR INDIVIDUAL PURCHASER/S:**

PRINCIPAL					
SURNAME/FAMILY NAME		GIVEN NAME		MIDDLE NAME	
FOR FOREIGN BUYERS: Please indicate how you want your name to appear in the contracts			DATE OF BIRTH	CIVIL STATUS (SPECIFY if Single, Married, Widowed)	
RESIDENCE ADDRESS			PLACE OF BIRTH	GENDER	
HOUSE NO.	STREET	CITY	CITIZENSHIP		
POSTAL/ZIP CODE:			HOME PHONE NO.	MOBILE NO.	
PRESENT ADDRESS (For buyers abroad)			EMAIL ADDRESS	TAX IDENTIFICATION NO.	
HOUSE NO.	STREET	CITY	COMPETENT EVIDENCE OF IDENTITY/DATE & PLACE ISSUED		PASSPORT NO./DATE & PLACE ISSUED
POSTAL/ZIP CODE:					
SPOUSE					
SURNAME/FAMILY NAME		GIVEN NAME		MIDDLE NAME	
FOR FOREIGN BUYERS: Please indicate how you want your name to appear in the contracts			DATE OF BIRTH	CITIZENSHIP	
			PLACE OF BIRTH	TAX IDENTIFICATION NO.	
MOBILE NO.	EMAIL ADDRESS		COMPETENT EVIDENCE OF IDENTITY/DATE & PLACE ISSUED		PASSPORT NO., DATE & PLACE ISSUED
EMPLOYMENT INFORMATION					
PRINCIPAL			SPOUSE		
PLEASE CHECK <input type="checkbox"/> EMPLOYED <input type="checkbox"/> SELF EMPLOYED <input type="checkbox"/> ENGAGED IN BUSINESS AND TRADE			PLEASE CHECK <input type="checkbox"/> EMPLOYED <input type="checkbox"/> SELF EMPLOYED <input type="checkbox"/> ENGAGED IN BUSINESS AND TRADE		
POSITION/PROFESSION	NATURE OF BUSINESS		POSITION/PROFESSION	NATURE OF BUSINESS	
EMPLOYER/BUSINESS NAME			EMPLOYER/BUSINESS NAME		
EMPLOYER/BUSINESS ADDRESS			EMPLOYER/BUSINESS ADDRESS		
YEARS OF EMPLOYMENT	POSTAL/ZIP CODE:		YEARS OF EMPLOYMENT	POSTAL/ZIP CODE:	
OFFICE PHONE NO.	EMAIL ADDRESS		OFFICE PHONE NO.	EMAIL ADDRESS	

AUTHORIZED REPRESENTATIVE / CONTACT PERSON		
SURNAME, GIVEN NAME, MIDDLE INITIAL		DATE OF BIRTH/PLACE
COMPLETE ADDRESS		TELEPHONE NO.
HOUSE NO. STREET CITY	POSTAL/ZIP CODE:	CITIZENSHIP
<input type="checkbox"/> WITH SPECIAL POWER OF ATTORNEY <input type="checkbox"/> CONTACT PERSON ONLY		TAX IDENTIFICATION NO.
		COMPETENT EVIDENCE OF IDENTITY/DATE & PLACE ISSUED

CO-OWNER (IF APPLICABLE)		
SURNAME/FAMILY NAME		GIVEN NAME
		MIDDLE NAME
FOR FOREIGN BUYERS: Please indicate how you want your name to appear in the contracts		DATE OF BIRTH
RESIDENCE ADDRESS		CIVIL STATUS (SPECIFY if Single, Married, Widowed)
HOUSE NO. STREET CITY	POSTAL/ZIP CODE:	PLACE OF BIRTH
		CITIZENSHIP
PRESENT ADDRESS (For buyers abroad)		GENDER
HOUSE NO. STREET CITY	POSTAL/ZIP CODE:	HOME PHONE NO.
		MOBILE NO.
PREFERRED MAILING ADDRESS		EMAIL ADDRESS
HOUSE NO. STREET CITY	POSTAL/ZIP CODE:	TAX IDENTIFICATION NO.
		COMPETENT EVIDENCE OF IDENTITY/DATE & PLACE ISSUED
		PASSPORT NO./DATE & PLACE ISSUED

CO-OWNER'S SPOUSE		
SURNAME/FAMILY NAME		GIVEN NAME
		MIDDLE NAME
FOR FOREIGN BUYERS: Please indicate how you want your name to appear in the contracts		DATE OF BIRTH
MOBILE NO.		CITIZENSHIP
EMAIL ADDRESS		PLACE OF BIRTH
		TAX IDENTIFICATION NO.
		COMPETENT EVIDENCE OF IDENTITY/DATE & PLACE ISSUED
		PASSPORT NO., DATE & PLACE ISSUED

EMPLOYMENT INFORMATION			
<b>PRINCIPAL</b>		<b>SPOUSE</b>	
PLEASE CHECK <input type="checkbox"/> EMPLOYED	<input type="checkbox"/> SELF EMPLOYED	<input type="checkbox"/> ENGAGED IN BUSINESS AND TRADE	
POSITION/PROFESSION	NATURE OF BUSINESS	POSITION/PROFESSION	NATURE OF BUSINESS
EMPLOYER/BUSINESS NAME		EMPLOYER/BUSINESS NAME	
EMPLOYER/BUSINESS ADDRESS		EMPLOYER/BUSINESS ADDRESS	
YEARS OF EMPLOYMENT	POSTAL/ZIP CODE:	YEARS OF EMPLOYMENT	POSTAL/ZIP CODE:
OFFICE PHONE NO.	EMAIL ADDRESS	OFFICE PHONE NO.	EMAIL ADDRESS

FOR CORPORATE PURCHASER:		
NAME OF CORPORATION/PARTNERSHIP AS REGISTERED		TELEPHONE NO.
PRINCIPAL OFFICE		FAX NO.
HOUSE NO. STREET CITY	POSTAL/ZIP CODE:	EMAIL ADDRESS
ADDRESS (If a different address will be used for purposes of the agreement)		TAX IDENTIFICATION NO.
HOUSE NO. STREET CITY	POSTAL/ZIP CODE:	COMMUNITY TAX CERTIFICATE NO.
		DATE & PLACE ISSUED

AUTHORIZED SIGNATORY (IES)			
SURNAME, GIVEN NAME, MIDDLE INITIAL		DATE OF BIRTH	PLACE OF BIRTH
ADDRESS (If a different address will be used for purposes of the agreement)		CIVIL STATUS (SPECIFY if Single, Married, Widowed)	
HOUSE NO. STREET CITY		POSTAL/ZIP CODE:	CITIZENSHIP
		MOBILE NO.	TELEPHONE NO.
DESIGNATION/POSITION		TAX IDENTIFICATION NO.	EMAIL ADDRESS
		COMPETENT EVIDENCE OF IDENTITY/DATE & PLACE ISSUED	PASSPORT NO., DATE & PLACE ISSUED

SPECIAL INSTRUCTION (if any)

OTHER INFORMATION:	
FAMILY GROSS INCOME If applicable (for buyers who will avail financing, all information will be treated with utmost confidentiality.) Please check all applicable fields <input type="checkbox"/> 30,000 - below <input type="checkbox"/> 50,001 - 80,000 <input type="checkbox"/> 120,001 - 175,000 <input type="checkbox"/> 225,001 - 300,000 <input type="checkbox"/> 300,001 and above <input type="checkbox"/> 30,001 - 50,000 <input type="checkbox"/> 80,001 - 120,000 <input type="checkbox"/> 175,001 - 225,000 <input type="checkbox"/> 300,001 and above	
a. Do you already have a house? ___ Living with relatives ___ Owned ___ Presently Renting b. Do you own an automobile/s? ___ Yes, how many? ___ No	
No. of children living with you? (Please indicate number) <input type="checkbox"/> Pre-school <input type="checkbox"/> High School <input type="checkbox"/> Post Graduate <input type="checkbox"/> Others: _____ <input type="checkbox"/> Elementary <input type="checkbox"/> College	
Reason for Purchase? <input type="checkbox"/> Ideal Location <input type="checkbox"/> Quality Product <input type="checkbox"/> Quality Product <input type="checkbox"/> Orifgas Brand Design/Layout <input type="checkbox"/> Ideal Masterplan <input type="checkbox"/> Affordable Price <input type="checkbox"/> Affordable Price	
How did you know about our project? <input type="checkbox"/> Personal Sale <input type="checkbox"/> Pull-In <input type="checkbox"/> In-House Event (Date/Detail) _____ <input type="checkbox"/> Broker Sale <input type="checkbox"/> Saturation (Location) _____ <input type="checkbox"/> Phone-In <input type="checkbox"/> Booth (Location) _____ <input type="checkbox"/> Walk-In <input type="checkbox"/> Roadshow (Location) _____ <input type="checkbox"/> Email Blast <input type="checkbox"/> Repeat Buyer (Prev. Unit/s) _____ <input type="checkbox"/> Web Inquiry <input type="checkbox"/> Others (Specify) _____ <input type="checkbox"/> Ad: ___ Print ___ TV ___ Radio ___ Cinema ___ Billboard	
Sales Location <input type="checkbox"/> Local <input type="checkbox"/> International (country) _____ Source of Fund <input type="checkbox"/> Local <input type="checkbox"/> International (country) _____ What is the primary purpose for buying? <input type="checkbox"/> Primary Home <input type="checkbox"/> Vacation/Weekend Home <input type="checkbox"/> Halfway/Weekday Home <input type="checkbox"/> Retirement Home <input type="checkbox"/> Investment (Buy & Sell) <input type="checkbox"/> Investment (for lease) <input type="checkbox"/> Others	

I/We certify that the above information are true and correct to the best of my/our knowledge, I/We hereby authorize Orifgas and Company, Limited Partnership (OCLP) to validate the accuracy and completeness of my/our declaration. I/We are fully aware that revision is no longer accepted upon acknowledgment of Sales Documentation Department. I/We hereby certify that my/our signature(s) appearing herein is/are genuine. I/We hereby signify my/our conformity to the foregoing.

Purchaser(s): \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature over Printed Name)

BUYER	BUYER'S SPOUSE	CO-OWNER	CO-OWNER'S SPOUSE	REVIEWED AND RECEIVED BY OCLP:
EXECUTIVE GROUP HEAD	GROUP HEAD	SALES DIRECTOR / BROKER DIRECTOR	LEAD BROKER	Date: _____
Name & Signature	Name & Signature	Name & Signature	Name & Signature	
SALES CONSULTANT	MARKETING PARTNER/ REFERRAL PARTNER	SALES MANAGER / BROKER MANAGER	LICENSED BROKER	
Name & Signature	Name & Signature	Name & Signature	Name & Signature	SALES ACCEPTANCE ASSOCIATE

**DOCUMENTARY REQUIREMENTS** - The following requirements are to be submitted by the buyer prior to the execution of the Contract to Sell or the Deed of Absolute Sale, as applicable:

#### GENERAL REQUIREMENTS

##### For Individual Buyers

(for married - both husband & wife requirements have to be submitted, as well as for co-ow

- a Duly accomplished & originally signed Reservation Agreement
- b Photocopy of two (2) valid government-issued ID
- c Tax Identification Number (TIN)
- d Marriage Certificate (for married)
- e Proof of Billing (should match with the residence or mailing address indicated in the Reservation Agreement)
- f Post Dated Checks (PDCs) - should be made payable to **Ortigas & Company, Limited Partnership**
- g 3 original copies of notarized Joint and Solidary Undertaking (JSU), if the payor is not the/a buyer

##### For Corporate Buyers

- a Duly accomplished & originally signed Reservation Agreement (RA)
- b Photocopy of two (2) valid government-issued ID of the authorized signatory/ies
- c Tax Identification Number (TIN) of both the company and its authorized signatory/ies
- d Proof of Billing (should match with the residence or mailing address indicated in the Reservation Agreement)
- e Certificate of Registration, Articles of Incorporation/ Partnership/ Association and By-Laws (Registered and duly certified by the Securities and Exchange Commission or the Corporate Secretary of the Corporation)
- f Business Registration/SEC Registration
- g Original copy of Secretary's Certificate or Board Resolution  
*Authorizing the purchase and mortgage (if through financing) of the property and its terms; designating and appointing the officer authorized to negotiate and sign documents on behalf of the corporation; and certifying that at least 60% of its capital stock is owned by Filipinos (for land purchases)*
- h Photocopy of the BIR Form 1903 – Taxpayer's Record Update (TRU)
- i Post Dated Checks (PDCs) - should be made payable to **Ortigas & Company, Limited Partnership**

#### BANK REQUIREMENTS

##### Requirements for Employed

- a Duly accomplished Bank Application Form
- b Latest 2 years Income Tax Return
- c Credit Card Billing Statement for the last 3 months
- d Latest 3 months Payslip
- e Certificate of Employment (stating position, length of service, salary and bonuses)
- f Contract of Employment/Certificate of Employment (Authenticated by the Philippine Consulate)

##### Requirements for Self Employed or Corporation

- a Company Profile/History of Business
- b Latest 2 years Income Tax Return
- c Audited Financial Statements
- d Copy of Bank Statement or Passbook for the last 6 months
- e Credit Card Billing Statement for the last 3 months
- f Proof of other non-salary income such as Certificate of Deposit, Stocks/Bonds Certificate, Contract of Lease, Commission Voucher

#### OTHER REQUIREMENTS FOR SPECIAL CONDITIONS

- a. If the property reserved/purchased is land, and the buyer is a Filipino citizen married to a foreigner, the foreigner/spouse must execute and deliver an Affidavit of Waiver stating that the funds to be used for the purchase of the property are the paraphernal/capital funds of the Filipino spouse.
- b. If the property reserved/purchased is land, and the buyer is a natural-born Filipino who has lost his/her Philippine citizenship, he/she must execute and deliver an Affidavit of Citizenship showing the date and place of his/her birth, the names and addresses of his/her parents, the date he/she lost his/her Philippine citizenship, the country of which he/she is presently a citizen, his/her spouse and children, if any, the area, the location, and the mode of acquisition of his/her landholdings in the Philippines, if any, and his/her intention to reside permanently in the Philippines. The affidavit shall be signed in triplicate and shall be notarized. If accomplished abroad, the affidavit must be consularized.
- c. If the buyer is legally separated, or his/her marriage has been annulled or declared null and void, he/she must submit 3 certified true copies of the final and executory decision of the court granting the legal separation or annulment or declaring the marriage null and void.
- d. If a married buyer wants to indicate that there is a separation of properties between himself/herself and his/her spouse, he/she must submit 3 certified true copies of the final and executory decision of the court granting the separation of properties.
- e. If the buyer-spouses prefer that the property be registered in the name of one spouse "married to" the other, 3 certified true copies of the Ante-Nuptial Agreement must be submitted.
- f. If the buyer is widowed, he/she must submit a copy of the death certificate of the deceased spouse and their marriage certificate.
- g. If the property is purchased by a minor, the parent/guardian must submit 3 certified true copies of the final and executory order of the court approving the posting of the bond required under Article 225 of the Family Code (Deed of Undertaking) and, as applicable, the court order appointing the representative as guardian.
- h. If the buyer is transacting through an attorney-in-fact, the buyer must execute a notarized special power of attorney (SPA) bearing the signature of the buyer, the specimen signature of the attorney-in-fact, and the latter's authority to transact for and on behalf of the buyer. If the buyer is unable to personally receive the certificate of title and/or accept Unit/s, the SPA shall include the authority of the attorney-in-fact to receive the certificate of title and/or accept the Unit/s on behalf of the buyer. The SPA shall be signed by all the buyers (if more than one).
- i. If the buyer resides outside the Philippines but the document is signed in the Philippines, a photocopy of the page in the passport showing date of entry in the Philippines must be submitted.
- j. If the payor in a purchase of property on installments is not the/a buyer named in the sales agreements, the payor and the buyer shall be required to execute and submit 3 original copies of a Joint and Solidary Undertaking, attesting to the joint and solidary obligation of the buyer and the payor for the purchase. The Joint and Solidary Undertaking should be notarized and, if executed outside of the Philippines, must be consularized.
- k. Original policy and proof of assignment to Ortigas and Company, Limited Partnership of the credit life insurance, as applicable.
- l. Duly accomplished Non-Medical Questionnaire in duplicate must also be submitted, if required.
- m. If a married buyer requests to dispense with his/her spouse's marital conformity on the sale contract/s, said buyer acknowledges that: [i] such request is subject to the rules and regulations of the concerned Philippine government agencies, [ii] the Seller/Developer gives no guarantee or assurance that such request will be approved or accepted, particularly during the processing of the title/s and other ownership documents over the purchased unit/s, and [iii] if the requested non-conformity is disallowed, buyer agrees to undertake the necessary rectification/s of the contract/s to ensure the full completion of this sale transaction and the timely processing of the title/s. The buyer accepts all the implications or consequences of the said request, and furthermore, agrees to pay the Seller/Developer's administrative fees in connection therewith, if any.
- n. The buyer authorizes the Seller/Developer, its subsidiaries, affiliates, partners, successors and/or assigns (the "Ortigas Group") to collect, process, store, and use any and all information that the buyer shall furnish the Ortigas Group for the purpose of conducting appropriate due diligence checks, registering inquiries and addressing any follow-up calls, preparing all necessary sales documentation and any other documents as may be required, performing all financial processes related to the sale (such as, but not limited to, the set-up of the down payment, amortization or financing and the performance of other actions necessary or desirable in the implementation of the contract), managing the administration of unit turnover activities, communicating all advisories and changes in relation to the sale, and any and all purposes relating to the purchase. The buyer hereby knowingly waives any and all statutory or regulatory provisions governing the confidentiality of such information, if applicable. In the event that the buyer discloses another person's information, the buyer attests that consent has been obtained from that person to disclose and process the information in accordance with applicable laws.