

Mycollex Holding Corporation., 6th Floor TSC Residential Suites, Pres. Magsaysay St. Villa Aurora, Kasambagan, Cebu City, 6000
Tel. No. (632) 236-5577

RA No:

RESERVATION AGREEMENT WITH CUSTOMER PROFILE

Date of Reservation: _____

RESERVED PROPERTY

Name of Project : _____
Project Location : _____
House Model : _____

Block No. : _____
Lot No. : _____
Lot Area : _____

PRICE

Total Contract Price : _____
Less: Discount : _____
Net Total Contract Price : _____
Total Package Price : _____
Reservation Fee : _____

Note: This reservation is not valid unless the required reservation fee is paid. Payments should be made directly to the office or authorized representative of **MYCOLLEX HOLDING CORPORTAION (MHC)**. Clients are instructed to demand for the proper receipt whenever making payment.

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

PRINCIPAL					
LAST NAME		GIVEN NAME/S		MIDDLE NAME	
BIRTHDATE (mm/dd/yyyy)		AGE	CITIZENSHIP	RELIGION	
GENDER: ☐ Male ☐ Female		CIVIL STATUS: ☐ Single ☐ Married ☐ Widowed ☐ Legally Separated <i>If married, date of marriage:</i>		PLACE OF BIRTH	
PRESENT ADDRESS				ZIP CODE	PERIOD OF RESIDENCY
PROVINCIAL ADDRESS				ZIP CODE	PERIOD OF RESIDENCY
LANDLINE NUMBER	MOBILE NUMBER	ACTIVE SOCIAL MEDIA ACCOUNT/S ☐ Facebook ☐ Whatsapp ☐ Instagram ☐ Telegram Account Name/Number		EMAIL ADDRESS	
HOME OWNERSHIP: ☐ Owned ☐ Rented ☐ Living w/ parents ☐ Mortgaged ☐ Living w/ relatives		RESIDENCE CERT. NO.	DATE OF ISSUE	PLACE OF ISSUE	
TIN NO.	SSS/ GSIS	HDMF/ Pag-ibig	VALID ID NO.	PLACE OF ISSUE	VALID UNTIL
EMPLOYMENT ☐ Employed ☐ Self-employed ☐ Retired ☐ OFW ☐ Others (please specify)		EMPLOYER'S NAME			
EMPLOYER'S BUSINESS ADDRESS			EMPLOYER'S CONTACT NUMBER		
DESIGNATION	YEARS WITH PRESENT EMPLOYER		Notes:		

SPOUSE					
LAST NAME		GIVEN NAME/S		MIDDLE NAME	
BIRTHDATE (mm/dd/yyyy)		AGE	CITIZENSHIP	RELIGION	
GENDER: ☐ Male ☐ Female		CIVIL STATUS: ☐ Single ☐ Married ☐ Widowed ☐ Legally Separated <i>If married, date of marriage:</i>		PLACE OF BIRTH	
PRESENT ADDRESS				ZIP CODE	PERIOD OF RESIDENCY
PROVINCIAL ADDRESS				ZIP CODE	PERIOD OF RESIDENCY
LANDLINE NUMBER	MOBILE NUMBER	ACTIVE SOCIAL MEDIA ACCOUNT/S ☐ Facebook ☐ Whatsapp ☐ Instagram ☐ Telegram Account Name/Number		EMAIL ADDRESS	
HOME OWNERSHIP: ☐ Owned ☐ Rented ☐ Living w/ parents ☐ Mortgaged ☐ Living w/ relatives		RESIDENCE CERT. NO.	DATE OF ISSUE	PLACE OF ISSUE	
TIN NO.	SSS/ GSIS	HDMF/ Pag-ibig	VALID ID NO.	PLACE OF ISSUE	VALID UNTIL
EMPLOYMENT ☐ Employed ☐ Self-employed ☐ Retired ☐ OFW ☐ Others (please specify)		EMPLOYER'S NAME			

EMPLOYER'S BUSINESS ADDRESS		EMPLOYER'S CONTACT NUMBER
DESIGNATION	YEARS WITH PRESENT EMPLOYER	Notes:

**ATTORNEY- IN- FACT:

CONTACT PERSON				
LAST NAME		GIVEN NAME/S		MIDDLE NAME
RELATION TO THE BUYER	GENDER: ☐ Male ☐ Female	BIRTHDATE (mm/dd/yyyy)	AGE	RELIGION
HOME ADDRESS OR CITY ADDRESS				ZIP CODE
LANDLINE NUMBER	MOBILE NUMBER	EMAIL ADDRESS		

** Should be verifiable.

Additional Contact Person/s:	Relation to the Buyer:	Contact No.:
1.		
2.		
3.		

II. FAMILY GROSS MONTHLY INCOME (Please check the appropriate line for facilitation of financing application. All information will be treated with utmost confidentiality.)

☐ 25,000 below

☐ 30,001 - 50,000

☐ 50,001 - 80,000

☐ 80,001 - 120,000

☐ 120,001 - 150,000

☐ 150,001-180,000

☐ 180,001 and above

III.PERSONAL INFORMATION (Please check all applicable fields. This will help us know more about your needs.)

1. Do you already have a house?

☐ Yes, Living with relatives

☐ Yes, Owned

☐ No, presently renting

2. Do you own an automobile/s?

☐ Yes, how many?

☐ No

3. Do you have children?

☐ Yes, how many?

☐ No

DEPENDENT/S (Please use separate sheet as needed)					
LAST NAME	GIVEN NAME/S	MIDDLE NAME	DATE OF BIRTH	AGE	RELATION TO BUYER

CORPORATE PURCHASE				
NAME OF CORPORATION				
PRINCIPAL ADDRESS				
SECONDARY ADDRESS				
LANDLINE NUMBER	MOBILE NUMBER		EMAIL ADDRESS	
TIN	RESIDENCE CERTIFICATE NO.	DATE OF ISSUE	PLACE OF ISSUE	VALID UNTIL
AUTHORIZED SIGNATORY/ ATTORNEY- IN- FACT				
LAST NAME		GIVEN NAME/S		MIDDLE INITIAL
DESIGNATION TO THE COMPANY	GENDER: ☐ Male ☐ Female	BIRTHDATE (mm/dd/yyyy)	RELIGION	AGE
HOME ADDRESS OR CITY ADDRESS				ZIP CODE
LANDLINE NUMBER	MOBILE NUMBER		EMAIL ADDRESS	

TERMS AND CONDITIONS

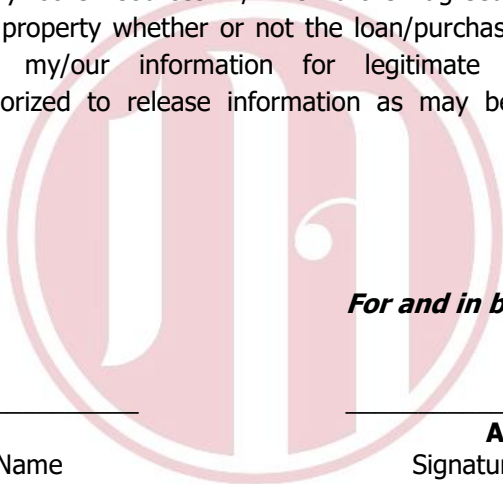
Upon signing of this Agreement, I/we adhere to the following terms and conditions:

1. For and in consideration of the RESERVATION FEE paid by the CLIENT/S, DEVELOPER shall reserve or grant to the CLIENT/S the exclusive right or option to purchase the property indicated (hereinafter referred as "PROPERTY"), such right or option being non-transferrable.
2. The **RESERVATION FEE** is non-refundable and shall be valid for a period of **THIRTY (30) days** from the date the reservation fee is paid to DEVELOPER. The CLIENT/S shall, within the thirty-day period, communicate to the DEVELOPER the decision to exercise the right or option to purchase the PROPERTY otherwise, the right or option shall automatically be cancelled and the RESERVATION FEE shall be forfeited in favor of DEVELOPER. If the CLIENT exercises the right or option within the given period, the RESERVATION FEE shall form part of the agreed purchase price. However, in all cases, the RESERVATION FEE shall be non-refundable and non-transferrable.
3. Upon the signing of this AGREEMENT, the CLIENT/S is/are deemed to have inspected the premises of the PROPERTY and if the CLIENT/s choose/s to change the PROPERTY, such is allowed if:
 - a. there is an available property which fits the preference of the CLIENT/S; and
 - b. such change is communicated to DEVELOPER within the reservation period.

Such change in the PROPERTY shall in no way reset the given period.
4. If the CLIENT/S decides to proceed with the purchase of the PROPERTY, the amounts to be paid and the terms of payment for such are indicated in the Schedule of Payments (**Annex A**), subject to necessary adjustments. The monthly amortization shall start to accrue without notice, regardless of whether a Contract to Sell has been signed.
5. The amounts in the Schedule of Payments (Annex A) shall be due and demandable on the corresponding dates stated therein without need of demand from DEVELOPER. These amounts are inclusive of transfer fees, value-added tax, if any, and real property tax. The CLIENT/S shall defray all expenses necessary or incidental to the conveyance and transfer of the subject property, including, but not limited to, the creditable withholding tax/capital gains tax, transfer tax, documentary stamp taxes, notarial fees, registration fees, and such other charges and expenses as may be necessary.
6. Within **THIRTY (30) days** from the payment of the **RESERVATION FEE**, the CLIENT/S must submit the following to DEVELOPER:
 - a. Photocopy of TWO (2) valid government issued ID (e.g. National ID, Driver's License, SSS ID, GSIS e-card, Voter's ID, Passport, PRC ID, TIN ID (verified BIR Form 1904) with Three (3) specimens of signature from each CLIENT;
 - b. Original Special Power of Attorney, if applicable;
 - c. Proof of Billing Address;
 - d. Proof of Income within the last three (3) months;
 - e. Latest original certificate of employment indicating the home address or preferred billing address of the Applicant;
 - f. Two (2) ID picture (1x1) from each Client;
 - g. House Sketch;
 - h. Photocopy of PSA issued Birth Certificate from each Client;
 - i. Photocopy of PSA issued Marriage Certificate (if applicable).
7. The reservation is automatically cancelled without notice in case of the following:
 - a. Lapse of the thirty-day period for validity of reservation;
 - b. Failure to pay the first (1st) monthly installment for equity as it became due;
 - c. Failure to issue postdated checks for each of the monthly installments for Equity before the first (1st) monthly installment became due;
 - d. CLIENT/S' negligence/desistance to sign and deliver the prescribed Contract to Sell;
 - e. CLIENT/S' withdrawal of this reservation for any reason;
 - f. CLIENT/S' failure to respond to notices, letters, and correspondence from Mycollex Holding Corp.. without any valid reason.
8. Aside from those stated above, the following shall also be grounds for the cancellation:
 - a. Non-compliance of all required documents within thirty (30) days from reservation date;
 - b. Non-payment of any due installment or failure to pay as scheduled;
 - c. CLIENT/s' or agent/broker's false information, distortion of facts or submission of spurious documents whether or not it results to loan ineligibility.

9. In the event of cancellation, payment/s made by CLIENT/S shall be forfeited in favor of the DEVELOPER as liquidated damages, subject to the provisions of Republic Act No. 6552, otherwise known as the Maceda Law, when applicable. In case refund is applicable, the amount of refund shall be less (a) penalties accrued as of the date of cancellation; b) real estate broker’s commission and incentives, if any; and (c) any unpaid dues, charges, and obligations by the applicant/s.
10. The CLIENT/S understand/s that any representation/s or warranty/ies made by the agent who handled this transaction that is/are not embodied herein shall not be binding on DEVELOPER. Any stipulation, special agreement(s), representations and/or promises, oral or otherwise not contained in this agreement or incorporated herein by reference, or so contained/incorporated herein by reference but not duly approved, shall not bind the DEVELOPER.
11. This agreement shall not be considered as changed, modified, altered or in any way amended by acts of tolerance of the DEVELOPER unless such changes, modifications or amendments are made in writing and duly signed by its authorized officers.

I/ We confirm that we fully understand and agree to any and all provisions in this document. I/We likewise certify that the information indicated herein are, to the best of my/our knowledge, true and correct and are made for the purpose of obtaining credit and/or purchase property. I/We hereby authorize _____ to obtain and verify such information as may be required covering this application from the above references or any other sources. I/ We further agreed that all information obtained by _____ shall remain its property whether or not the loan/purchase is granted and I/We give my/our consent to the processing of my/our information for legitimate and lawful purposes. Likewise, _____ is authorized to release information as may be necessary in furtherance of this transaction.



For and in behalf of DEVELOPER

BUYER
Signature over Printed Name

Date: _____

APPROVED BY
Signature over Printed Name

Date: _____

BUYER
Signature over Printed Name

Date: _____

mycollex
H O L D I N G
C O R P O R A T I O N

WITNESSED BY:

BUYER’S Witness
Signature over Printed Name

Date: _____

SELLER’S Witness
Signature over Printed Name

Date: _____



PURCHASE GUIDELINES

1. Upon reservation, the Applicant shall sign the following documents:
 - a. Reservation Agreement and Customer Profile
 - b. Schedule of Payments
 - c. Purchase Guidelines
 - d. Check Issuance Guidelines
2. The **Total Contract Price (TCP)** is the total amount you will pay for the property you are buying, inclusive of taxes, transfer fees, value-added tax, and insurance and other fees for the transfer of the property to your name. It consists of the Reservation Fee, the Equity, and the Balance.
 - a. **Reservation Fee (RF)**
 - Reservation is valid up to thirty (30) days.
 - The Reservation Fee closes the reservation of a specific unit on a "first come, first serve" basis, with a signed Reservation Agreement and Customer Profile and complete requirements within 30 days upon reservation.
 - The Reservation Fee forms part of the Equity if the BUYER decides to proceed with the purchase of the UNIT.
 - It is non-refundable regardless if the reservation and/or contract to sell is cancelled or withdrawn.
 - It is non-transferable to another person; any transfer is void and shall be a cause for cancellation.
 - b. **Equity**
 - The Equity is a percentage of the TCP.
 - It is payable over specific terms with no interest.
 - The monthly installment for Equity shall commence thirty (30) days after reservation, and shall fall due every month thereafter.
 - c. **Balance After Equity**
 - The Balance After Equity is a percentage of the TPP.
 - It is payable through a bank loan takeout or PAG-IBIG Fund Loan.
3. Taxes, transfer fees and insurance are included in the Total Package Price. These will be paid separately by the buyer.
 - Taxes include value-added tax, if any.
 - Transfer fees pertain to the taxes, fees, and charges required to effect the Transfer of the Certificate of Title under the name of the buyer. It may include, but is not limited to, creditable withholding tax, transfer tax, documentary stamp tax, notarial fees, and registration fees.
4. Postdated checks must be issued to cover (a) each of the agreed payments in the Schedule of Payments and (b) the taxes and transfer fees. Please refer to the schedules of payments attached to the Reservation Agreement and the subsequent Contract to Sell for when these checks shall be dated. Also please refer to the Check Issuance Guidelines for more instructions on the drawing of such.
5. Amounts indicated in the Schedule of Payments and those under the subsequent Contract to Sell shall be due and demandable on the corresponding dates stated therein without need of demand from the developer. A penalty of **THREE** percent (3%) cumulative interest per month or 1/10 of **ONE** percent (1%) per day of delay based on the outstanding balance shall be imposed from the date of default to the date of payment or cancellation of this Contract, as the case may be, without prejudice to the availment by the Developer of any and all remedies provided hereunder and/or by law.
6. Reservation is **automatically** cancelled without notice in case of the following:
 - Lapse of the thirty-day period for validity of reservation.
 - Failure to pay the first (1st) monthly installment for Equity as it became due;
 - Failure to issue postdated checks for each of the monthly installments for Equity before the first (1st) monthly installment became due.
 - Applicant's negligence/desistance to sign and deliver the prescribed Contract to Sell; and,
 - Applicant's withdrawal of this reservation for any reason.
7. Grounds for cancellation
 - Failure to submit within the prescribed period any of the documents that may be required by MYCOLLEX HOLDING CORPORATION. or the financing institutions;

- Non-payment of any due installment or failure to pay as scheduled;
- Willful misinterpretation of facts or falsification of any document submitted;
- Applicant/s' or agent/broker's false information, distortion of facts or submission of spurious documents whether or not it results to loan ineligibility.

8. In case of cancellation, payments made by applicant/s shall be forfeited as liquidated damages.

9. Company Policies on Payment

- All check payments must be made in favor of MYCOLLEX HOLDING CORPORATION whereas; cash payments shall be deposited to Bank **PNB** Account No. **3036 7000 5376** authorized/designated bank account.
- Payments must be made directly to the authorized cashier/s or officer at 2nd Floor TSC Residential Suites, President Magsaysay St. Villa Aurora, Kasambagan Cebu City office/s for proper issuance of an acknowledgement receipt (A.R.) or an official receipt (O.R.);
- Payments made through agents and brokers shall be the responsibility of the buyer, and the DEVELOPER shall not be liable to the said payment.

10. Financing for the Balance of the TCP

- The Balance of the TCP is payable through either bank loan takeout or PAG-IBIG Fund Loan.
- Reminders for bank financing applications:
 - The buyer's must be 21 years old, but not more than 65 years old upon loan maturity.*
 - The buyer must comply with all the documentary requirements of the bank, including updating of documents prior to loan takeout.*
 - If required by the bank, for married applicants, both husband and wife must submit the requirements, and both must undergo credit investigation to be conducted by the bank.*
 - Consularized Special Power of Attorney (SPA) if spouse is an OFW or if needed*
 - No default in monthly downpayment for three (3) consecutive months, and / or have not incurred delays in payments of at least five (5) months within the DP term;*
 - Buyer must qualify to bank credit checking (i.e., no cancelled credit cards, existing loan with arrears, unpaid/ defaulted loans and unsettled court cases)*
 - All documents to be submitted by the buyer/spouse and/or co-borrower should be true, correct and in good faith-free from any forms of falsifications.*
- Reminders for Pag-IBIG Fund financing applications:
 - Active HDMF member with at least 24 month savings/ contributions. (Lumpsum payment of savings contribution is allowed)*
 - Not more than 65 years old upon loan application*
 - Must be on Legal Age and Capacity to acquire or encumber real estate*
 - Has qualify satisfactory background / credit and employment/ business check*
 - No Housing Loan that is foreclosed or bought back*
 - Multi-purpose / calamity loan should be updated at the time of Loan application*
 - All documents to be submitted by the buyer/ spouse and/ or co-borrower should be true, correct and in good faith-free from any forms of falsifications.*

11. Contract to Sell (CTS)

- Execution of the Contract to Sell shall be done, as far as practicable, after the first (1st) monthly installment of the Equity becomes due.

12. Assumption

- Assumption of rights over the unit is allowed, provided that the assumption is made prior to the issuance of a notice of cancellation/rescission of the Contract to Sell and a prior written approval from the DEVELOPER is obtained. In case the DEVELOPER approves the assumption, the Applicant/s shall comply with the following conditions:
 - All outstanding obligations payable for the purchase of the unit, which include but are not limited to unpaid installments due, penalties, charges, fees and assessments, shall have been paid before any transfer of rights and obligations is effected;
 - The Applicant/s shall pay an assumption fee in the amount of not less than Eighty Thousand Pesos (Php 80,000.00);
 - The Applicant/s shall be responsible for bearing any and all taxes, if any, costs, and expenses arising from the assumption of his/her rights and obligations.

13. Inspection and Occupation

- The DEVELOPER shall issue a **Notice of Inspection** to the buyer/authorized representative, indicating the date on which the unit shall be ready for inspection. Issuance of Notice of Inspection shall be done upon the completion of the unit.
- The buyers are only allowed to visit the site after a Notice of Inspection with Inspection Clearance have been secured.
- For safety purposes, inspection is strictly by appointment, in proper coordination and with the presence of a designated Sales Accounts turn-over personnel.
- Within **SEVEN (7)** days from the receipt of the **Notice of Inspection** the **BUYER** shall communicate with the **DEVELOPER** for the scheduling of the inspection of the unit.

- If the Buyer does not communicate with the Developer within **SEVEN (7)** days from receipt of the Notice of Inspection for the scheduling or if the Buyer does not appear on the scheduled date of inspection, the Buyer shall be deemed to have accepted the unit despite the absence of inspection.
- Any loss or damage to the unit after it is deemed accepted shall no longer be the responsibility of DEVELOPER.
- Upon issuance of the Authority to Move-In, the Applicant/s shall be allowed to apply for electric and water service connection (if applicable), directly to the utility companies. Also, upon issuance of the Authority to move-in, the Applicant/s shall settle a move-in fee.

14. Real Property Taxes and Special Tax

- The Applicant/s shall pay the real property taxes and special taxes levied or may be levied on the unit upon the Applicant/s' possession thereof. The Applicant/s shall issue post-dated checks (PDCs) to cover these taxes before the turnover of the unit.

15. Use of Unit

- The unit shall be used **exclusively for residential purposes**. The DEVELOPER does not allow the unit to be converted for other uses or purpose even after the unit has been transferred in the name of the Applicant/s.

16. Membership in the Homeowner's Association

- Upon acceptance or deem acceptance of the unit, the Applicant/s automatically becomes a member of the Homeowner's Association and is required to settle the monthly dues.

Assisted by:

Broker Sales Coordinator /Date

Conforme:

Applicant's Name/ Signature

mycollex
H O L D I N G
C O R P O R A T I O N



Mycollex Holding Corporation 6TH floor TSC Suites, Pres. Magsaysay, Kasambagan, Cebu City, Cebu 6000
Tel. No. (632) 236-5577

CHECK ISSUANCE GUIDELINES

- 1. The Company shall not be obliged to heed or honor any instruction from the Client not to deposit any check on the date thereon for the reason that the Client has insufficient funds.
- 2. For returned checks which are DRAWN AGAINST INSUFFICIENT FUND (DAIF) OR CLOSED ACCOUNT, the Client shall be charged, over and above the contractual charges as found in the penalty and/or other related clauses, the following charges based on the amount of the check, thus:

Up to P40,000.00	P2,600.00 + P100.00/day starting on the 4 th day
More than P40,000.00 but not over P150,000.00	P3,500.00 + P200.00/day starting on the 4 th day
Over P150,000.00	P4,500.00 + P300.00/day starting on the 4 th day

Note that the foregoing charges are subject to change anytime upon prior notice.

The Company would highly appreciate that you be duly guided of the foregoing policy in updating your account(s) so as to avoid inconvenience and the imposition of these charges and interests. Kindly note, however, that the imposition of the foregoing charges is without prejudice to any and all other remedies available to the Company under the law.

Please be guided accordingly.

Mr/Mrs _____

Model Unit No.: _____

Block No. _____

Lot No. _____

Signature over printed name

Date





(Date)

Mr. & Mrs. _____
Block ____ Lot ____
MYCOLLEX WESTHOMES, POOG TOLEDO CITY

Dear Mr./Ms. _____:

Warm greetings from Eastland Estate!

This is in relation to your request re: your intention to fence your property. In this regard, please be guided of the following subdivision rules relative to construction. This is to ensure safety and order of work within our subdivision:

1. Fencing measurement:
 - 1.1 Two (2) sides and front fences - CHB should not exceed three (3) feet in height plus three (3) feet grille or bar type. Total height of six (6) feet.
 - 1.2 Back fence -CHB should not exceed six (6) feet.

ADDITIONAL REQUIRMENTS AS FOLLOWS:

1. Technical description of Lot (Block & Lot)
2. Lot plan (indicate existing structure/Fence & proposed fence w/ dimensions)
3. Vicinity map
4. All architectural elevation (Front, rear, left & right elevation)
5. Perspective
6. Foundation plan
7. Structural detail; plan & section
 - 7.1 Footing (F) / column Footing (CF)
 - 7.2 Column (C)
 - 7.3 Wall & Wall footing (W/) W/F
 - 7.4 Bill of Materials
2. Fence Bond (15% based on Bill of materials)
3. No vehicular entrances or exits shall be allowed along curves and intersections.
4. Mixing of concrete materials directly on the subdivision's concrete roads, paved sidewalks is strictly prohibited.
5. All kinds of materials for use in the construction on, i.e., gravel, sand, lumber concrete blocks, steel bars, etc. must be placed within your property perimeter under construction and not on the sidewalk streets, or on any other surrounding lots.
6. It shall be your responsibility to restore at your own cost whatever damage that may be sustained on the subdivision facilities by reason of the introduction of any improvements within your property.
7. Construction workers:
 - 7.1 Eastland office requires your contractor and his construction workers to submit requirement for Temporary Construction ID. Construction workers will not be allowed entry at the gate without their temporary ID presented to the guard. We have already discussed the matter with your Contractor.
 - 7.2 Construction workers should wear safety hats/PPE to avoid accident of which the homeowner's contractor and the house owner is answerable.
8. We will issue to your Contractor Construction Permit together with the issuance of Construction Temporary ID.
9. Guard will not allow entry of construction materials without the construction permit. As such, please ensure that your Contractor is issued with the Authority to move-in Construction Materials to avoid conflict and unnecessary delay of your construction work. Our inspector will stop construction work if no Construction Permit is presented upon inspection.

10. Entry of Heavy Equipment and Trucks:
- 10.1 For proper maintenance of our concrete road that would be greatly affected with the passage of heavy truck. six (6) wheeler trucks bringing in construction materials is charged P100.00 per entry.
- 10.2 Ten (10) Wheeler truck is not allowed enter to the subdivision.
11. Release MHC its officers, directors, agents and its authorized representative from any liability or suits such as, but not limited to, any untoward accidents whether unintentional or otherwise, damage to person or property and violation of municipal and/or national laws that might be caused incident.

Please ensure compliance of above otherwise this will prompt the Developer to suspend the construction.

Thank you for your cooperation.

Sincerely,

Acknowledged by:

(Printed Name over Signature)
Property Management Officer

Print Name over Signature

(Printed Name over Signature)
Administration Department

Date



SPECIAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

I/We, _____, of legal age, _____ citizen, and a resident at _____, do hereby NAME, CONSTITUTE AND APPOINT _____, _____ citizen, also of legal age, and residing at _____ whose specimen signature appears below, to be my Attorney-in-Fact, for us and in our name, place and stead, and for our own use and benefit, to do and perform all or any of the following acts and things, namely:

- 1. To purchase in my/our name, a house and lot from MYCOLLEX HOLDING CORP. (MHC) and to pay the monthly installments on the purchase price thereof and / or other necessary or related payments;
- 2. To mortgage said house and lot as security for the payment of the purchase price or any other indebtedness to MHC;
- 3. To sign, execute and deliver deeds, contracts or agreements, including but not limited to Reservation Agreement, Contract to Sell, Deed of Absolute Sale, and all other documents and papers in relation to said transactions;
- 4. To make payments, issue and/or deliver the required postdated checks, if and when necessary, in accordance with the contracts or agreements signed for the purchase of the house and lot from MHC;
- 5. To process my/our housing loan application with the Bank, the Home Development Mutual Fund (HDMF) / Pag-Ibig Fund, or any other financial institution, to sign any document(s) in connection thereto, including but not limited to promissory note, real estate mortgage, deed of undertaking, deed of assignment, or my/our conformity thereto, to inquire and/or follow-up the status thereof, and to receive and pay the proceeds thereof;
- 6. To process my/our application for electrical connection before the Cebu Electric Cooperative, Inc. (CEBECO) and Toledo City Water District (TCWD) and sign any document(s) in connection thereto;
- 7. To inspect and accept the housing unit upon notice and to sign documents in relation thereto; and
- 8. To do and perform any other acts and things necessary to the power herein granted.

HEREBY GIVING AND GRANTING unto my said attorney full power and authority to do and perform any act and things whatsoever requisite and necessary to be done in and about the premises, as fully to all intents and purposes as I might or could do if personally present, hereby ratifying and confirming all that said attorney shall lawfully do or cause to be done by virtue of these presents.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ at _____.

Affiant's name and Signature

Affiant's name and Signature

Conforme:

Attorney-in-Fact

Signed in the presence of:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
) S.S.

BEFORE ME, a Notary Public for and in the City of Cebu, this _____ at the City of Cebu, Philippines, personally appeared the following:

Name	ID	Date and Place of Issue

known to me to be the same person who executed the foregoing instrument and she acknowledged to me that the same is her free and voluntary act and deed.

Witness my hand and seal on the date and in the place above-mentioned.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____



COMPLETE HOME ADDRESS: _____

SKETCH YOUR HOME ADDRESS BELOW:
(INDICATE THE LAND MARK IF POSSIBLE)

A large, empty rectangular box with a thick black border, intended for a hand-drawn sketch of the home address and any landmarks. The box occupies the lower half of the page.