



ENCLAVES

Family Moments for a Lifetime

RESERVATION AGREEMENT

BROKER/AGENT CODE:

Welcome to the Elanvital Enclaves Family!

As a new homeowner, you are about to make an important investment in your future. You are at the cusp of having a place that you and your family can truly call your very own.

Being a homeowner brings tremendous satisfaction, but it also comes with great responsibilities. As you embark on this exciting period in your life, we at Elanvital are pleased to provide you and your family with our trademark services and products. We hope you can provide us with information to help you maintain your home, protect and increase its value, and ensure your success as a homeowner.

From all of us at Elanvital, we wish you great success. With proper planning, time and a little effort, we are confident you will enjoy all the benefits of homeownership in our communities.

We'd like to know you better...			
Last Name		Extension Name	
First Name			
Middle Name			
Residential Mailing Address No.		Street	Subdivision
Barangoy		City / Municipality	
Province	Birthdate (mm/dd/yyyy)	Age	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/Widower <input type="checkbox"/> Separated	Citizenship <input type="checkbox"/> Filipino <input type="checkbox"/> Others: (Please Specify)	Home Ownership <input type="checkbox"/> Owned <input type="checkbox"/> Mortgaged <input type="checkbox"/> Living with Relatives <input type="checkbox"/> Rented Pnp _____/mo.	
Mobile No.	Residence Landline	Personal E-Mail Address	
Social Media Account <input type="checkbox"/> Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> Others: (Please Specify)	Account Username / E-Mail Address		
TIN No.	SSS/GSIS No.	PAG-IBIG No.	
CTC / Passport No.	Date Issued (mm/dd/yyyy)	Place Issued	
Employer / Business Name (If Self Employed)			
Business Address			
Employment Type <input type="checkbox"/> Self-Employed <input type="checkbox"/> Locally Employed <input type="checkbox"/> OFW	Nature of Business		
Employment Status <input type="checkbox"/> Regular <input type="checkbox"/> Contractual	Position Title	Years in Employment	Company Phone No.
Company Fax No.	Company E-Mail Address		

as well as your spouse...			
Last Name		Extension Name	
First Name			
Middle Name			
Residential Mailing Address No.		Street	Subdivision
Barangoy		City / Municipality	
Province	Birthdate (mm/dd/yyyy)	Age	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/Widower <input type="checkbox"/> Separated	Citizenship <input type="checkbox"/> Filipino <input type="checkbox"/> Others: (Please Specify)	Home Ownership <input type="checkbox"/> Owned <input type="checkbox"/> Mortgaged <input type="checkbox"/> Living with Relatives <input type="checkbox"/> Rented Pnp _____/mo.	
Mobile No.	Residence Landline	Personal E-Mail Address	
Social Media Account <input type="checkbox"/> Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> Others: (Please Specify)	Account Username / E-Mail Address		
TIN No.	SSS/GSIS No.	PAG-IBIG No.	
CTC / Passport No.	Date Issued (mm/dd/yyyy)	Place Issued	
Employer / Business Name (If Self Employed)			
Business Address			
Employment Type <input type="checkbox"/> Self-Employed <input type="checkbox"/> Locally Employed <input type="checkbox"/> OFW	Nature of Business		
Employment Status <input type="checkbox"/> Regular <input type="checkbox"/> Contractual	Position Title	Years in Employment	Company Phone No.
Company Fax No.	Company E-Mail Address		

We would like to know your loved ones, kindly write down your dependents...			
Names	Birthdate (mm/dd/yyyy)	Age	Relationship
1.			
2.			
3.			
4.			
5.			

Project Name	<input type="checkbox"/> Nostalji Enclave	<input type="checkbox"/> Tradizo Enclave	<input type="checkbox"/> Jubilation Enclave
Property	Block	Lot No.	Lot Area
Property Type	<input type="checkbox"/> House and Lot <input type="checkbox"/> Lot Only		
Home Model	<input type="checkbox"/> Townhomes Inner Unit	Lot Area _____	House Area _____
	<input type="checkbox"/> Townhomes End Unit	Lot Area _____	House Area _____
	<input type="checkbox"/> Twinhomes Executive	Lot Area _____	House Area _____
	<input type="checkbox"/> Twinhomes Premium	Lot Area _____	House Area _____
	<input type="checkbox"/> Others _____	Lot Area _____	House Area _____
House Color	<input type="checkbox"/> Parfait	<input type="checkbox"/> Scarborough	<input type="checkbox"/> Tempura
	<input type="checkbox"/> Coral Bloom	<input type="checkbox"/> Secret Garden	<input type="checkbox"/> Pink Champagne
	<input type="checkbox"/> Purple Haven	<input type="checkbox"/> Raspberry Punch	<input type="checkbox"/> Ocean Lemonade
	<input type="checkbox"/> Tulip	<input type="checkbox"/> Radiance	<input type="checkbox"/> Others _____
Interior House Package	<input type="checkbox"/> Basic <input type="checkbox"/> Standard		

Financing Scheme	
<input type="checkbox"/> Real Estate Mortgage Financing	
<input type="checkbox"/> Contract to Sell Financing	
<input type="checkbox"/> Zero Equity Financing	
<input type="checkbox"/> Preferred Pag-IBIG Financing	
<input type="checkbox"/> Special Cash Financing	

Total Contract Price
Less Discount
Net Total Contract Price

DOWNPAYMENT (DP)	
% DP	
DP Amount	
Less Reservation Fee	
Net DP	
DP Term (Months)	
Monthly DP	
DP Start Date	
DP End Date	

BALANCE PAYMENT (BP)	
% BP	
BP Amount	
BP Term (Years)	
Interest Rate	
Factor Rate	
Monthly BP	
BP Start Date	
BP End Date	

Specimen Signature of:

BUYER	SPOUSE
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

**Real Estate Mortgage Financing (REMF)** - financing scheme in which Down Payment will be settled to the SELLER while the Balance Payment is applied as property loan from the bank.

**Contract to Sell Financing (CTSF)** - financing scheme where in the property loan is acquired from the SELLER. The loan is computed based on the payment term and interest rate of the SELLER.

**Zero Equity Financing (ZEF)** - financing scheme payable within twenty four (24) months without interest and the property loan is obtained from the SELLER.

**Preferred Pag-IBIG Financing** - financing scheme in which Down Payment will be settled to the SELLER while the Balance Payment is applied as property loan from Pag-IBIG.

**Special Cash Financing (SCF)** - financing scheme in which Fifty five percent (55%) of the Contract Price will be paid outright by the BUYER to the SELLER while the remaining Forty five percent (45%) is paid without interest and within the payment term of the SELLER.

1. **Write down the Contract Price** - it is the price of your chosen property less the discounts.

2. **Let us compute your Down Payment (DP), please take note of the following reminder:**
- For Real Estate Mortgage and Contract to Sell financing the DP should not be lower than the required 20% DP of the Contract Price, and for
  - Spot Cash Financing the DP should not be lower than the required 55% of the Contract Price.
  - Contract Fee forms part of the Down payment and differs from product to product.
  - To compute for the monthly DP divide the total DP balance by the DP term.
  - Down Payment start date commences thirty (30) calendar days from payment of Contract Fee. The succeeding monthly DP follows the Seller's due dates, the table below shows how to derive the due date.

Down payment Term (DP)	Due date of First Down Payment (DP1)	If payment date of First Down Payment (DP1) is	Due Date
Installment	30 calendar days from payment of Contract Fee	DP1 received from 1-16	DP2 onwards & BPMA - Every 7th of the following month
		DP1 received from 17-31	DP2 onwards & BPMA - Every 21st of the following month
Spot	Spot DP should be paid 15 calendar days from payment of Contract Fee	Spot DP received from 1-16	BPMA - every 7th of the following month
		Spot DP received from 17-31	BPMA - every 21st of the following month

3. **Next is Balance Payment (BP) the following is your guide:**
- For Real Estate Mortgage and Contract to Sell Financing the BP should not be more than 80% of the Contract Price, and for
  - Spot Cash Financing should not be more than 45% of the Contract Price.
  - To compute for the monthly BP multiply the total BP by the factor rate.
  - Balance Payment start date commences thirty (30) calendar days from the last scheduled Down Payment. The succeeding monthly BP is due the following month thereafter.

Just a friendly reminder...

- The SELLER will hold the property selected by the CUSTOMER for a maximum of thirty (30) calendar days from receipt of this Reservation Agreement.
- The CUSTOMER shall pay a non-refundable Reservation Fee (RF) which will be used in the processing this application.
- The Reservation Fee (RF) shall form part of the Contract Price.
- The SELLER will conduct a thorough background and credit assessment of CUSTOMER account. Failure to pass background and credit assessment shall be grounds for DISAPPROVAL of RA and lifts the holding of the selected property.
- The CUSTOMER shall be informed of the status of his application within seven (7) calendar days from signing of this RA form.
- The CUSTOMER will receive a copy of the Contract to Sell and Deed of Restrictions for his/her signature, once the RA is approved.
- The CUSTOMER will be given fifteen (15) calendar days to submit all documentary requirements for Official Sale including the signed Contract to Sell and Deed of Restrictions.
- The CUSTOMER should submit the following documents to the authorized representative of the SELLER: documentary requirements for Official Sale, which are as follows:
  - Signed SELLER's Contract to Sell and Deed of Restrictions
  - 3 pieces 1x1 colored photo
  - Proof of Income -ITR (Latest)
  - Community Tax Certificate (CTC)
  - Postdated Checks for the whole Down Payment Term payable to RAEMULAN LANDS, INC.
  - Postdated Checks for Balance Payment (if applicable) payable to RAEMULAN LANDS, INC.
  - Postdated Checks for Transfer Cost payable to RAEMULAN LANDS, INC.
  - Signed Mortgage Redemption Insurance (MRI)
  - Signed Certificate of Creditable Tax Withheld at Source (BIR2307)
  - Special Power of Attorney (if applicable)
  - Marriage Contract (if married) or Birth Certificate (if single) if applicable
  - Death Certificate, Waiver and Naturalization Certificate (if applicable)
  - Oath of Allegiance (for dual citizenship) if applicable
- Payments made to agents or brokers shall be the sole and exclusive responsibility and risk of the CUSTOMER. The SELLER will only recognize as valid payments those receipts issued by the SELLER with machine-validation and / or signed by SELLER'S duly authorized representative
- The CUSTOMER agrees with the turnover time-line and policy being followed by the SELLER.
  - For Customers under Real Estate Mortgage Financing scheme turnover of the LOT or HOUSE and LOT - shall be made after the release of loan proceeds by the financing institution.
  - For other financing schemes - turnover shall be made after full down payment.
- The CUSTOMER acknowledges that upon execution of the Contract to Sell and Deed of Restrictions, he/she becomes an automatic member of the existing homeowners' association, or if there is none, such homeowners' association as may be organized in the subdivision project and undertakes to pay such fees/dues incidental thereto.
- In case of default by the CUSTOMER, a surcharge of five percent (5%) of the total unpaid amount will be charged per month.
- The CUSTOMER agrees that for every delay in the Monthly Balance Payments, interest will be charged based on the outstanding balance computed from the updated Monthly Balance Payment up to the current Monthly Balance Payment due date.
- The CUSTOMER gives his/her consent to the SELLER to sell, transfer, endorse or assign all payments, notes, checks, rights, action and claims to third party financial financing institutions.
- The CUSTOMER affirms the right of the SELLER to cancel the Contract based on the following causes:
  - Failure to pay the required down payment or monthly amortizations or miscellaneous expenses and other fees in accordance with the payment schedule.
  - Failure to pay the required Mortgage Realty Insurance (MRI) and / or Property Insurance premium on due date as specified by the SELLER.
  - Failure to submit additional documents required by the financing institution.
  - Failure to secure a Letter of Guarantee from a preferred bank within the prescribed period by the SELLER.
  - Delay and non-release of loan proceeds by the financing institution due to SELLER for reasons which is / are directly attributable to the CUSTOMER'S fault or negligence.
  - Submission of falsified documents, misrepresentation and providing false information from the CUSTOMER.
  - Failure to inform SELLER within thirty (30) calendar days of any change in the CUSTOMER information.
  - Refusal of CUSTOMER to accept the housing unit constructed in accordance with the agreed plans and specifications.
  - Failure to maintain the property.

I/We hereby attest that all information disclosed in the Purchase Application, Purchase Quotation, Purchase Advisory, Purchase Conditions and all related contracts to be signed in relation to this agreement are true and correct and agree to notify RAEMULAN LANDS, INC. of any change in the information contain herein.

**IMPORTANT REMINDERS:**

**Only pay your Application and Processing Fee (non-refundable) to authorized personnel of Elanvital Enclaves and always request for an Acknowledgment Receipt.**

_____	_____
CUSTOMER SIGNATURE OVER PRINTED NAME	DATE
_____	_____
SPOUSE SIGNATURE OVER PRINTED NAME	DATE
_____	_____
Redentor M. Saliba-Metroland	_____
SELLING UNIT SIGNATURE OVER PRINTED NAME	DATE
_____	_____
SALES TEAM SIGNATURE OVER PRINTED NAME	DATE



Family Moments for a Lifetime

37/F Joy~Nostalgi Center, ADB Avenue, Ortigas Center, Pasig City  
570-8888

Owned and developed by RAEMULAN LANDS, INC. and managed by ELANVITAL ENCLAVES, INC.



ENCLAVES

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**CONSENT for RESERVATION AGREEMENT (RDG)**

We, **Elanvital Enclaves, Inc.**, respect your privacy and recognize your need for appropriate protection and management of your personal data that you have directly and voluntarily entrusted us. We have developed this Privacy Policy in order to protect your personal data in accordance with the Data Privacy Act of 2012 (DPA), its Implementing Rules and Regulations (IRR), other issuances of National Privacy Commission (NPC) and other relevant laws of the Philippines.

Personal data refers to all types of personal information, sensitive personal information and privileged information. Personal information refers to "any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual".

This Privacy Policy tells you how we process (meaning, how we collect, use, share, and retain) and protect your personal data. It also tells you what steps you can take if you want us to change how we use your personal data, or if you want us to stop using your personal data.

**Why do we collect your personal data?**

To enable us to perform processes related with your reservation under the Tradizo, Jubilation and Nostalji projects, it is important that Elanvital Enclaves, Inc. collects, uses, stores and retains your personal data when it is reasonable and necessary.

**In particular, we are using your information to:**

- Proceed with your purchase under the Tradizo, Jubilation and Nostalji projects developed by Raemulan Lands, Inc.
- Conduct research and analysis in order to improve customer experience/satisfaction
- Respond to specific complaints, inquiries, requests
- Perform such other processing or disclosure that may be required under law or regulations
- Comply with the requirements of audit and privacy compliance assessments/review

**What type of personal data we collect?**

We collect information to process with your reservation under the Tradizo, Jubilation and Nostalji Projects. This includes information such as:

The personal data collected from you and that of your spouse includes the following:

- basic personal information such as names, addresses, telephone numbers, and other personal contact details;
- gender, birthplace, citizenship, blood type, height, weight;
- civil status, family background (including parents, sibling/s, spouse, and children's names, birthdays, birthplace, occupation, and current company), religious belief;
- CTC/Passport number, SSS/GSIS number, PAG-IBIG number, Tax Identification Number (TIN), tax status and other government issued IDs;
- employment information (self-employed/locally employed/OFW, nature of business, regular/contractual, position, years in employment); and
- dependents (name, birthdate, age, relationship)

\*Please note that you are responsible for ensuring that all personal data you submit is accurate, complete and up-to-date.

**How we collect, acquire or generate your data?**

We collect your data when you fill-up our forms and disclose your personal information through phone calls, emails, SMSs or verbal communication with our authorized representatives

**Who do we share your personal data with?**

As a general rule, we are not allowed to share your data to third party, except in limited circumstances as noted below.

By giving your consent, you authorize Elanvital Enclaves, Inc. to **disclose your information to our affiliates or accredited third parties or independent/non-affiliated third parties, whether local or foreign in the following circumstances:**

- As necessary for the proper execution of processes related to the declared purpose
- The use or disclosure is reasonably necessary, required or authorized by or under law

**This means we might provide information to the following:**

- Our affiliates, subsidiaries, partner companies, organizations, or agencies including their sub-contractors or prospective business partners that act as our service providers and contractors;
- Law enforcement and government agencies;
- All third parties, as noted in Annex A, with which we share this information are required to use your personal data in a manner that is consistent with this Privacy Policy.

However, these companies may only use such personal data for the purpose(s) disclosed in this Privacy Policy and may not use it for any other purpose.

**How do we protect your personal data?**

We take reasonable steps to make sure that your personal data we collect, use or disclose are accurate, complete, and up-to-date. We strictly enforce our Privacy Policy within Elanvital Enclaves, Inc. and we have implemented technological, organizational and physical security measures to protect your information we hold from loss, misuse, modification, unauthorized or accidental access or disclosure, alteration or destruction.

**We put in effect safeguards such as the following:**

- We keep and protect your personal data using secured servers behind a firewall, deploying encryption on computing devices and physical security controls.
- We restrict access to your personal data only to qualified and authorized personnel who hold your personal data with strict confidentiality.
- Any personal data that you provide is initially processed and stored by Elanvital Enclaves, Inc. Using a secured connection, only authorized Elanvital Enclaves, Inc. personnel can then access and download your personal data from the system.

**This means we might provide information to the following:**

- Our affiliates, subsidiaries, partner companies, organizations, or agencies including their sub-contractors or prospective business partners that act as our service providers and contractors;
- Law enforcement and government agencies;
- All third parties, as noted in Annex A, with which we share this information are required to use your personal data in a manner that is consistent with this Privacy Policy.

However, these companies may only use such personal data for the purpose(s) disclosed in this Privacy Policy and may not use it for any other purpose.

**How long do we keep your personal data?**

The personal data will be kept active in our facilities located in the Philippines, unless you request your personal data to be deleted in the system. If your profile is inactive for 180 days, you will be tagged as inactive. After 10 years of inactivity, your personal data will be completely removed from the database. Once deleted, your personal data will no longer be searchable or included in anonymous searches and will be completely removed from all the storage location.

**What if there are changes in our Privacy Policy?**

From time to time, it may be necessary for Elanvital Enclaves, Inc. to change this Privacy Policy. If we change our Privacy Policy, we will notify you through email or via registered mail whichever is applicable and will take effect immediately. Rest assured, however, that any changes will not be retroactively applied and will not alter how we handle previously collected personal data without obtaining your consent, unless required by law.

**How you can access, correct and update the personal data we have about you?**

To exercise your rights which include right to access, modify, erase and object to processing your personal data within a reasonable time after such request or should you have any inquiries, feedbacks on this Privacy Policy, and/or complaints to Elanvital Enclaves, Inc., you may reach us through a written letter or through an email to our Data Protection Officer (DPO).

**Our contact details:**

Data Privacy Officer  
Robert Yulo  
37/F Joy~Nostalgi Center, ADB Avenue, Ortigas Center, Pasig City  
bob.yulo@fortis.com.ph  
570-8888 loc. 105

You may also lodge a complaint before the National Privacy Commission (NPC). For further details, please refer to NPC's website: <https://privacy.gov.ph/mechanics-for-complaints/>.

Our decisions to provide such access or consider any request for correction, erasure and objection to process your personal data as it appears in our records are always subject to any exceptions under applicable and relevant laws and/or the DPA, its IRR and other issuances of NPC.

To cover for the cost of verifying a request for information and locating, retrieving, reviewing and copying any material requested, we may charge you reasonable fees based on administrative costs.

This Privacy Policy was last amended on \_\_/\_\_/\_\_

By signing below, you explicitly and unambiguously consent to the collection, processing and storage of your personal information by Elanvital Enclaves, Inc., for the purpose(s) in the foregoing Privacy Policy, and warrant that you have freely and voluntarily signed this Consent and fully understood the contents of the Privacy Policy. Further, you agree to hold Elanvital Enclaves, Inc., its directors, officers and employees, free and harmless from any liability, claim or damages of any nature, which may arise from its reliance on this Consent.

\_\_\_\_\_  
SIGNATURE OVER PRINTED FULL NAME

\_\_\_\_\_  
DATE

\*Subject to change based on management directives and process improvements.