



**ASSET MANAGEMENT & DISPOSITION DIVISION**  
4<sup>th</sup> Floor, UCPB Executive Offices, Makati Ave, Makati City

**RESERVATION AGREEMENT**

**Date** \_\_\_\_\_

Gentlemen:

**I/We declare that I/We are qualified to own and possess real estate property in the Philippines, and that I/We hereby offer to reserve the property described below, subject to the approval of UCPB and under the terms and conditions enumerated herein:**

**I. Description of Property**

TCT/CCT No.	:	_____
Location	:	_____
Block No.	:	_____
Lot No.	:	_____
Lot Area (in sqm)	:	_____
Floor Area (in sqm)	:	_____
Purchase Price	:	_____

**II. Reservation Fee**

To signify my/our genuine interest to purchase the above-described property, I/We are tendering the amount of \_\_\_\_\_ as reservation fee for the above-mentioned property.

**III. Cancellation & Termination of Agreement or the Sale Transaction**

**UCPB shall have the right to automatically cancel my/our reservation or the sale transaction without further notice & forfeit as liquidated damages my reservation payment and any other payment(s) I/We have made in the event of any of the following:**

1. Failure to sign and deliver the Award Certificate on auction day (for auction transaction) or Approval Advice as prescribed in the Approval Advice (for in-house transaction);
2. Failure to pay the required option money within seven (7) days from date of Award Certificate (for auction transaction) or as prescribed in the Approval Advice (for in-house transaction);
3. For any payments made with checks which are not drawn by the buyer himself, failure to submit a letter of confirmation from the issuer of the check that the same is made in connection with the purchase of the property (if individual) or a board resolution authorizing the issuer to issue the check (if corporation) at the time the payment is being made.
4. Failure to submit the following documents within thirty (30) days from date of Award Certificate (for auction transaction) or as prescribed in the Approval Advice (for in-house transaction):
  - a. Customer Information Sheet **completely filled out and which MUST INCLUDE** at minimum the following information:
    - i. full name,

- ii. date and place of birth,
  - iii. permanent & present address,
  - iv. nationality,
  - v. nature of work and/or name of employer and nature of self-employment business;
  - vi. contact numbers (land and/or mobile);
  - vii. residence certificate number;
  - viii. tax identification number **(buyer and spouse)**;
  - ix. SSS/GSIS number **(buyer and spouse)**;
  - x. Annual income/profits or specific nature/source of funds to purchase the property **(COMBINED buyer and spouse)**; and
  - xi. Specimen signatures **(buyer and spouse)**.
- b. Photocopy of two (2) valid IDs i.e. SSS, Driver's License, Company ID **(buyer and spouse)**;
  - c. Photocopy of residence certificate **(buyer and spouse)**;
  - d. For a natural born Filipino who has lost his Philippine citizenship, proof of place of birth **(buyer and spouse)**;
  - e. BIR Form 2307;
  - f. For corporate buyers, all of the above and Corporate Documents **which MUST INCLUDE all of the following:**
    - i. SEC Registration;
    - ii. Articles of Incorporation;
    - iii. By-laws; and
    - iv. Board Resolutions authorizing the purchase and signatories of the transaction.
5. If in case the CTS shall be executed by an authorized representatives, failure of the representative to submit **ALL OF THE SAME DOCUMENTS ENUMERATED IN 4 (a) TO (d) ABOVE** (as applicable to an individual or a corporation) including a duly notarized Special Power of Attorney (which must be consularized if the buyer is abroad) authorizing the representative to sign, within thirty (30) days from date of Award Certificate:
6. Failure on my/our part **(including my spouse)** to sign and deliver the prescribed Contract to Sell or Deed of Absolute Sale within sixty (60) days from date of Award Certificate/Approval Advice; and
7. Withdrawal on my/our part from this agreement for any reason whatsoever.

#### **IV. Transfer of Rights**

**This Reservation Agreement IS not ASSIGNABLE OR TRANSFERABLE without the prior written knowledge and consent of UCPB.**

In the event that this reservation or the sale transaction shall be assigned to another party, I/we further undertake to inform UCPB in writing within 30 days from the date of Award Certificate the name of the party proposed Assignee for the approval of UCPB, **together with the assignee's complete documents as enumerated in 4 (a) to (d) above.**

**I further agree that UCPB may cancel this reservation or the transaction if I do not submit a complete set of the required documents of the assignee within the abovementioned 30 day period.**

**V. Other Provisions**

Once approved by UCPB, all provisions of this Reservation Agreement are deemed incorporated in the Contract to Sell or Deed of Absolute Sale, or whatever other documents are to be executed by the parties hereinafter, as modified or amended by the latter contract.

Furthermore, I/We hereby certify that I/WE have been informed and have so agreed that this Reservation Form is subject to the approval of UCPB; provided, that in the event it is not approved, any or all money paid by me/us shall be returned to me/us within seven (7) days from receipt of the written notice of disapproval, without interest.

**I/We hereby understand that any representation or warranty made to me/us by the agents who handled this sale which is not embodied herein shall not be binding on UCPB unless reduced into writing & confirmed by the duly authorized officer of UCPB. I/We recognized that only duly authorized officers of the UCPB are allowed to make commitments for and in behalf of UCPB.**

_____ Buyer's Signature Over Printed Name	_____ Spouse's Signature Over Printed Name
Address	: _____
Tel No.	: _____
Mobile No.	: _____

**WITNESSED BY:**

\_\_\_\_\_  
UCPB Authorized Broker/Agent

**RECEIVED BY:**

\_\_\_\_\_  
UCPB AMDD Representative

**IMPORTANT REMINDER**

All cash/check payments, should be made directly to any UCPB branches or at UCPB AMDD Operations, 4<sup>th</sup> Floor, UCPB Executive Offices, Makati Avenue, Makati City. It is hereby understood that payments made to/through agents or real estate brokers SHALL NOT be recognized by UCPB as valid payments unless the same have been duly received by any UCPB Branch or authorized AMDD personnel.