



PROPERTY ACQUISITION GUIDELINES

To better guide you in our process and smoothly facilitate the acquisition of your new Citrineland home, we would like to share with you the following important information. Should there be items here that you find confusing, please feel free to ask us questions and we would be happy to enlighten you.

1. The Reservation Fee is valid for THIRTY (30) Days, non transferable and non refundable but will be deducted from total amount of the deposit (equity). This reservation of unit will be confirmed once buyer gives to Citrineland, within 30 days, post dated checks covering the payment for the equity and complete relevant documents. Failure to comply means forfeiture of reservation.
2. Buyer shall submit PDCs (post dated checks) for the payment of your deposit (equity) together with the completely signed forms & Contract to Sell within 30 days from date of reservation. In the event that the 30th day falls on a Sunday or a Non-working holiday, the last day of reservation shall be moved to next working day. This is to avoid delays in the documentation process. Citrineland highly recommends all buyers to note their payment schedule through the due date of each check submitted.
3. All forms should be filled out completely and correctly. All information provided in the forms shall represent binding factual warranties and representations of the BUYER; and any material falsehood shall be considered misrepresentation that Citrineland may consider as grounds to rescind or annul the Contract to Sell. Moreover, any correspondence (electronic and physical) or other documents sent or submitted to the buyer's address shall be deemed compliance with any notice requirement under the law or the Contract to Sell, regardless of any change of address, unless the buyer has informed Citrineland of that change in writing. Provided finally, the Buyer is aware that it is duty and obligation to regularly check the e-mail address reported to Citrineland for any notice or communication from Citrineland.
4. TIN is required upon reservation as this is needed to process the documents pertaining to this sale. In the event TIN is not available nor other vital documents at the time of reservation, Accounts Receivable Section of Citrineland will closely coordinate with the buyer for the submission of such requirements and processing will be temporarily put on hold until such documents and or TIN are available.
5. If the unit buyer fails to complete the payment of the equity and/or the balance, Republic Act 6552 or what is known as MACEDA Law shall be applied.
6. The check issuer shall see to it that the checking account is funded. In case any check is dishonored by the drawee bank, it shall be treated as non-payment of an installment. In such an event, Citrineland may accept, at its discretion and without prejudice to other consequences under the law and the Contract to Sell, the submission of a replacement check subject to a penalty equivalent to 2% per month.
7. Upon full payment of the equity, the entire balance of the purchase price shall be due for payment without further need of demand, and shall be paid or on before thirty (30) days following date of last scheduled payment. In the event of loan applications, the letter of guarantee must be submitted to or received by Citrineland on or before 30 days from last equity payment. If the approved bank loan will be lower than the balance, the buyer shall settle the variance immediately so that the bank loan will be released. Failure to comply shall be treated as a non-payment of installment and the provisions of Paragraph 6 above shall apply.
8. Considering the number of units, construction is done by phase. Hence, the delivery of the unit shall be dependent on the schedule of construction. Our Customer Relations Group (CRG) shall be in touch with you regarding updates of construction via email.
9. For safety purposes and to avoid construction delays, site visits by unit owners are discouraged and will be subject to strict regulation and control by Citrineland. In the same manner, the developer will not accommodate customization of house design as requested by clients while construction is on-going. Citrineland will complete and deliver the house units according to the pre-selected design chosen by the buyer and in accordance to our model houses.
10. Upon completion of the unit, an invitation for acceptance will be sent to the buyer by the CRG. If the unit owner is not available, he/she may send a representative to do the acceptance who must show proof of authorization in the form of a Special Power of Attorney. The unit shall be considered as accepted if the unit owner or a representative fails to attend to the scheduled acceptance.

11. Only clients who have fully paid, completely accepted their units and have occupancy permits shall be allowed to move in. Deliveries of home items to the unit are allowed only after the acceptance of the Unit. Application for utilities such as electricity, water, cable and telephone will be done by the unit owner.
12. There will be monthly payments that will be collected for the security & upkeep of the subdivision e.g. cleanliness and maintenance of amenities and common areas. This is called monthly association dues which will start a month after the acceptance. A three (3) months' advance payment of the Association Dues and a Membership fee of Php 1,000.00 for the Homeowners Association will be collected upon acceptance of the unit.
13. As with any item purchased, payment of Real Property taxes (RPT) for the individual units will be shouldered by the unit owner a year after acceptance. The RPT for the common areas will be billed by the Property Management Group or the Home Owners Association.
14. The above provisions consist of the general guidelines governing all projects of Citrineland which may have variations and deviations depending on which project is involved. In the event that there are irreconcilable discrepancies between these general guidelines and the Contract to Sell, it is understood that it is the provisions of the Contract to Sell which shall prevail. The Buyers are strongly reminded to fully read and comprehend the Contract to Sell as well as any other documents before signing the same.
15. All lots are exclusively for residential purposes only. Ensure that no views of laundry or other items that may be deemed unsightly in the lots. Only two (2) dogs, two (2) cats, and fishes, turtles and birds shall be raised, and confined to the Owner's lot are allowed.
16. In the event of any questions and queries, please seek the assistance of our Customer Support.

PLEASE READ THOROUGHLY THE ABOVE GUIDELINES BEFORE SIGNING BELOW

17. By signing this document, the Buyer confirms, affirms and acknowledges that he/she has read the above guidelines, understood it contents, and assents to be bound by the same.

PRESENTED BY:

CONFORME:

Date: _____

Date: _____