



AYALA ALABANG VILLAGE ASSOCIATION

Neighborhood Center Narra St., Ayala Alabang Village Muntinlupa City

Tel. Nos.: 8809-2282\*8842-4411\*8842-3732 \* admin@aava.com.ph \* [www.aava.com.ph](http://www.aava.com.ph)

APPLICATION FOR ACCREDITATION AS REAL ESTATE BROKER

☐ RESIDENT

☐ NON-RESIDENT

PERSONAL DATA

|                                                               |             |                                                                     |  |                                                                                                                               |          |
|---------------------------------------------------------------|-------------|---------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------|----------|
| LAST NAME                                                     |             | FIRST NAME                                                          |  | MIDDLE NAME                                                                                                                   |          |
| BROKER'S LICENSE NO.                                          |             | REGISTRATION DATE                                                   |  | VALIDITY DATE                                                                                                                 |          |
| SIGNATURE                                                     |             |                                                                     |  |                                                                                                                               |          |
| <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE | CITIZENSHIP | CIVIL STATUS                                                        |  | DATE OF BIRTH (mm/dd/yr)                                                                                                      |          |
|                                                               |             | <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED    |  | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |          |
|                                                               |             | <input type="checkbox"/> WIDOWED <input type="checkbox"/> SEPARATED |  |                                                                                                                               |          |
| PERMANENT MAILING ADDRESS                                     |             |                                                                     |  |                                                                                                                               | ZIP CODE |
| PLACE OF BIRTH                                                |             | TELEPHONE/CELL PHONE NO/EMAIL ADDRESS                               |  |                                                                                                                               |          |
| SPOUSE'S NAME & CITIZENSHIP                                   |             | FATHER'S NAME & CITIZENSHIP                                         |  | MOTHER'S NAME & CITIZENSHIP                                                                                                   |          |

Have you ever been convicted by final judgment before any court, military tribunal or administrative body? ☐ YES ☐ NO

EDUCATIONAL DATA

| LEVEL   | NAME OF SCHOOL | LOCATION | COURSE/DEGREE | FROM (MM/YY) | TO (MM/YY) |
|---------|----------------|----------|---------------|--------------|------------|
| College |                |          |               |              |            |
| Others  |                |          |               |              |            |

EMPLOYMENT RECORD

| COMPANY | POSITION | SPECIFIC WORK / FUNCTIONS | PERIOD COVERED |
|---------|----------|---------------------------|----------------|
|         |          |                           |                |
|         |          |                           |                |
|         |          |                           |                |
|         |          |                           |                |

AFFILIATIONS / ACCOMPLISHMENTS

| ORGANIZATIONS/COMPANY | TRANSACTIONS/FUNCTIONS | PERIOD COVERED |
|-----------------------|------------------------|----------------|
|                       |                        |                |
|                       |                        |                |
|                       |                        |                |
|                       |                        |                |

AAVA CLIENTS' HISTORY

| NAME OF HOMEOWNER | TENANT'S/BUYER | NATIONALITY | PERIOD COVERED |
|-------------------|----------------|-------------|----------------|
|                   |                |             |                |
|                   |                |             |                |
|                   |                |             |                |
|                   |                |             |                |

CHECKLISTS OF REQUIREMENTS

|                                               |                           |
|-----------------------------------------------|---------------------------|
| 1. Original NBI Clearance                     | 2. 2 valid government IDs |
| 3. Certificate of employment and affiliations | 4. Broker's License ID    |

I HEREBY CERTIFY that the information and / or statement in this application including the documents submitted in support thereof are all true and correct to my own knowledge and that I am fully aware that any false information or statement in this application and / or in the attachments thereto shall make me liable for criminal prosecution and / or administrative sanction.

Applicant's Signature

Date of Submission

|               |              |                 |
|---------------|--------------|-----------------|
| Processed by: | Verified by: | Approved by:    |
| CERD Staff    | CERD Head    | Village Manager |

CONSENT CLAUSE

The personal data obtained from this form is entered and stored within Ayala Alabang Village Association’s (AAVA or “we”) authorized information system and will only be accessed by AAVA’s duly authorized personnel. AAVA shall institute appropriate security measures to ensure protection of the data subjects’ personal data.

In general, we will need your explicit and unambiguous consent to enable us to process your request/s and transaction/s. Specifically, we may process your personal data for the following purposes:

- (1) to collect, use, process, share, and retain your information.
- (2) to create and maintain a responsible relationship and provide quality service. We collect information that allows us to accurately and efficiently manage your membership and perform the services that you receive from us;
- (3) to understand your needs and preferences. In order to ensure the HOA is offering programs and services that keep pace with your expectations from time to time, ask you to participate in surveys that help us to understand what you desire from the HOA to fit your lifestyle.
- (4) to meet legal and regulatory requirements. We are required to collect and use personal information to fulfill our contractual obligations to you, or our legal and regulatory obligations to the local and national government units including, but not limited to: provinces, cities, municipalities and barangays;
- (5) to retain adequate documentation of the information for three (3) years after end of each calendar year, subject to applicable laws and professional standards.

For more information on your rights as a data subject and how AAVA protects your information, you may visit AAVA’s Privacy Policy at [www.aava.com.ph](http://www.aava.com.ph).

REAL ESTATE BROKER ACCREDITATION AGREEMENT

As an Accredited Real Estate Broker (Broker) of the Ayala Alabang Village Association, Inc. (AAVAI), the undersigned commits to undertake the following obligations in the lease and/or sale of properties on behalf of the Homeowners of Ayala Alabang Village under the following terms and conditions:

- 1. TO ORIENT and make the potential Lessee and/or Buyer fully aware of the Deed of Restrictions and the By-Laws and Rules and Regulations of AAVA pertaining to the conduct of behavior as a resident of Ayala Alabang Village, especially the following:
  - 1.1. The Deed of Restrictions, which is annotated at the back of the TCT covering every lot in Ayala Alabang Village, limits the use of the house, viz:
    - (a) #3. “Only one (1) single family house shall be constructed on a single lot.”
    - #4. “Lot and house constructed thereon shall not be used for any illegal or immoral trade or activity nor any commercial purpose either retail or wholesale, nor for any non-residential use whatsoever.”
    - (b) Should there be any violation/s on the part of the Lessee or Homeowner, the following penalties will be charged, as prescribed under **Board Resolution No. 2018-08-02** and **Board Resolution No. 2019-05-04**: (i) A penalty of **One Thousand Pesos (P1,000.00)** per square meter of lot area; (ii) An additional penalty of **Ten Pesos (P10.00)** per square meter of lot area per day from the date of the issuance of the Notice of Violation.
    - (c) The Broker shall be charged a penalty equivalent to 5% of the total commission from the lease and/or sale of the property for any violation on the part of the Lessee or Homeowner.
  - 1.2. The By-Laws provide under Section 10:
    - (a) “Duties and Responsibilities. Every member shall abide with the deed restrictions of his lot, these By-Laws and the rules and regulations laid down by the association in the interest of sanitation, security, aesthetics and the general welfare of the residents of the village. All members shall be responsible for the actions of their respective family members, assignees, lessees and guests.”
    - (b) Should there be any violation/s on the part of the Lessee or Homeowner, “the Association has the right to withhold services” and/or impose penalties.
    - (c) Penalties as provided for in the Board Resolutions are in Annexes that form part of this Agreement.
- 2. To ensure that the potential Lessee or Homeowner remains conscious of the Deed of Restrictions, By-Laws and Rules and Regulations of AAVA, these should form part of the provisions of the Contract of Lease or Deed of Absolute Sale.
- 3. In lease agreements, to inspect the concerned property every two (2) months during the term of the lease and fill up and accomplish the official form to report the inspection to AAVA to ensure that the foregoing is complied with.
- 4. To assist the Lessee or Buyer in processing and applying for the Move-in Permit with all the requirements attached, specific date of move-in, and the payment of Toll Fees for the vehicle to be used for move-in.
- 5. To inform the potential Buyer that they should ask for Clearance Certificate from the Homeowner that the property is cleared from any violations and unpaid AAVA dues.
- 6. To make the Lessee or Buyer aware that there will be a Transfer Fee of P10,000.00 payable before the actual move-in to the village.
- 7. The undersigned’s broker accreditation may be suspended or cancelled if he or she fails to comply with any of the undertakings above.
- 8. The broker accreditation fee for the resident is Php 1,000.00 and Php 2,000.00 for the non-resident brokers and renewable annually.

Signature over Printed Name

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, Affiant applicant exhibited to me his/her PRC License ID No. issued at \_\_\_\_\_ on \_\_\_\_\_.

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 20\_\_\_\_\_