



Estate Agency –Property Valuation -Property Management

# Know Your Customer (KYC)

## TENANTS DETAILS FORM

### THE APPLICANT

A. Full Names: .....  
Date of Birth:.....I.D Number:.....Nationality:.....  
Residential Address:.....  
Postal Address:.....Tel. (business).....Fax:.....  
Mobile No.: ..... Email Address:.....

### BANKING DETAILS:

a) Bankers: .....Branch:.....  
b) Account Name.: .....Account No.:.....

Income Tax No. (TIN): .....

If applicant is a company:

c) Company Registration Number: .....  
d) Trade Name: .....

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### THE PREMISES

Premises Address: .....

**LEASE PERIOD, RENTALS AND TERMS**

Lease Period: ..... From: ..... To: .....

Initial Monthly Rent: ..... Per month

Escalation: ..... Monthly Levy: .....

Other payments

Security deposit: equivalent to one month’s rent (.....) refundable at lease termination terms and conditions on lease agreement

Swimming Pool Monthly Maintenance

Air Conditioners Servicing:

Lease administration cost: P500.00 (once-off payment) when La Vista Properties does the Lease Agreement

**DECLARATION OF BENEFICIAL OWNERSHIP:**

The Company hereby confirms and declares that as at the date hereof, the following individual(s) is/are the ultimate principal beneficial owner(s) of the Company through ownership in the intermediate or ultimate holding companies:

Full Name	Residential Address	Date of Birth	Nationality	Percentage of ownership (%)

**ANTI-MONEY LAUNDERING AND COUNTER TERRORIST FINANCING REQUIREMENTS**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

.....

.....

FULL NAME

SIGNATURE

DATE: .....PLACE:.....

**NOTE:** In accordance with the Financial Intelligence Regulations the following documents should be provided for verification

1. Certificate of Incorporation (If applying as a company)
2. Share Certificates (if applying as a company)
3. Identity copy (Omang for resident and Passport for non-residents)
4. Work and residence permit (for non-residents)