



Estate Agency - Property Valuation - Property Management

**TENANTS INFORMATION FORM**

FULL NAMES:.....

PHYSICAL ADDRESS: .....

POSTAL ADDRESS:.....

TELEPHONE: .....E-MAIL ADDRESS: .....

CELL NUMBER:.....FAX NUMBER: .....

EMPLOYERS: .....

Kindly attach letter of employment confirmation

POSTAL ADDRESS: .....

TELEPHONE: ..... FAX.....

CONTACT PERSON RESPONSIBLE FOR PAYMENT: .....

I.D NUMBER: .....OMANG # .....(please attach copy)

BANK: .....

PREVIOUS LANDLORD: (please give full names, and contact details)

REASONS FOR LEAVING:.....  
(please indicate plot number, and location)

REFERENCE:(Name & Number): This will be your Surety.

1) .....Contact Details: .....  
Full Names

SIGNATURE: .....  
*I hereby wish to confirm that the above information given is based on the truth.*

DATE: .....

**CONDITIONS OF CONTRACT**

Rent payments are payable on the 4th day of each succeeding monthly period directly to your Landlord. Security Deposit inclusive of first rental and Lease Fee of P500.00 should be paid prior to occupation upon signing the Lease..

**OTHER DOCUMENTS REQUIRED:**

The following documents are required for further processing and confirmation:

Companies:

1. Certificate of Incorporation
2. List of Directors (Attach copy of Omang/Passport) for the Director signing the Lease Agreement.
3. Share Certificate
4. Proof of current residence on BPC bill / water utilities etc.
5. Proof of Business Address (Or Confirmation from Landlord)
6. Bank statement showing proof of funds for at least 3 months
7. Resolution (Copy of Resolution signed by Chairperson or Company Secretary)

INDIVIDUALS

2. Copy of Omang/Passport
3. Employment Confirmation Letter
4. Bank Statements showing proof of funds at least 3 months
5. Work & Residence Permits (for Foreigners)
6. Utility Bill
6. Confirmation letter from Landlord