

ANNEX 1

The following items are discretionary for the Property Owner to specify. These specifications will be adhered to by Manager unless a subsequent form is signed by Owner, sent to and received by Manager.

Length of rent or leases to be accepted	
<input type="checkbox"/> Short-term only (1 night – 5 months)	<input type="checkbox"/> Long-term only (at least 6 months) <input type="checkbox"/> Both
Min. no. of night(s):	(Minimum no. of nights for short-term stays, if short-term rentals are accepted)
Max. no. of months:	(Maximum no. of months for short-term rentals, if only short-term rentals are accepted)
Min. lease term:	(Minimum no. of months for leases, if long-term leases are accepted)
Max. lease term:	(Maximum lease term to allow for long-term leases, in years and/or months)

Requirements from long-term tenants	
Post-dated cheques:	<input type="checkbox"/> Strictly required <input type="checkbox"/> Subject to consideration <input type="checkbox"/> Not required
Employment certificate:	<input type="checkbox"/> Strictly required <input type="checkbox"/> Subject to consideration <input type="checkbox"/> Not required
Passport:	<input type="checkbox"/> Strictly required <input type="checkbox"/> Subject to consideration <input type="checkbox"/> Not required
Additional requirement:	

Real Property Taxes	
Payments to be handled by Manager?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, full or partials?	<input type="checkbox"/> Full year <input type="checkbox"/> Semi-annual
If choosing "Yes", copies of the following documents will be required by Manager: 1. Certificate of Title 2. Tax Declaration Failure to provide these documents does not oblige Manager to carry out this task.	

Property Owner(s)

Authorized Officer,
Phil. Property Expert, Inc.
Property Manager