

## List of Requirements

### Initial/reservation requirements:

- General requirement
  - Lessee registration form
- If intended move-in is within 1 week from date of reservation
  - Reservation deposit equivalent to 20% of monthly rent or ₱5,000 (whichever is higher)
- If intended move-in is more than 1 week away but within 1 month from date of reservation
  - Reservation deposit equivalent to 1 month's rent
- If intended move-in is more than 1 month away from date of reservation
  - Reservation deposit equivalent to 1 month's rent for every month (or fraction thereof) until the intended move-in date
  - Request letter containing the reason for the very early reservation

### NOTES:

- If the reservation should be cancelled, the reservation deposit mentioned above is refundable only if the cause of cancellation is attributable to the lessor. Otherwise, this reservation deposit will be forfeited in favor of lessor.
  - If the reservation is pushed through, this deposit will be applied as part of the due rent and/or security deposit.
- 

## Lease contract requirements (for long-term rentals)

### For Filipino lessees (natural person):

- General requirements
  - Completely filled out lessee registration form
  - Security deposit equivalent to 2 months' rent
  - Copy of 2 valid IDs (government-issued or competent alternative)
  - ID photos of each occupant (2pcs 2x2 or passport size)
- If paying in full in advance
  - Full payment for entire lease duration
- If paying monthly
  - If post-dated cheques can be provided:
    - Post-dated cheques for each month in the lease period
  - If post-dated cheques can't be provided or if incomplete:
    - Additional security deposit equivalent to 1 month's rent
  - If post-dated cheques provided are not under the name of the main lessee-applicant:
    - Issuer must be a co-lessee in the lease contract
  - Proof of capacity
    - For employed individuals
      - Copy of recent/valid company ID
      - Copy of last month's pay slip
      - HR employment certificate indicating tenure
    - For self-employed individuals
      - Copy of previous year's income tax return received by BIR
      - Copy of bank statement covering the last 3 months

For OFW allottees, pensioners or similar beneficiaries

- Copy of remittance slips in the last 3 months
- Fund provider or benefactor must acknowledge the lease contract by signing a copy of the same

**For Foreign lessees (natural person):**

- General requirements
  - Lessee registration form
  - Security deposit equivalent to 2 months' rent
  - Full payment for entire lease duration
  - ID photos of each occupant (2pcs 2x2 or passport size)
  - Copy of passport
  - Copy of 1 other government-issued ID
- Visa requirement (any one of the following)
  - Copy of valid visa allowing the holder to stay in the country for the duration of the lease
  - Copy of Alien Certificate of Registration card
  - Copy of SRRV card
  - other competent alternative

**For juridical entity lessees:**

- General requirements
  - Lessee registration form
  - Security deposit equivalent to 2 months' rent
  - Copy of SEC registration certificate
  - Copy of 2 valid IDs of signatory (government-issued or competent alternative)
  - ID photo of signatory (1pc 2x2 or passport size)
  - ID photos of each occupant (2pcs 2x2 or passport size)
  - Secretary's Certificate, containing the following info:
    - Nationality of the entity, as determined according to SEC Rules
    - Intent to lease and purpose
    - Complete name and designation of the appointed signatory to the lease
- If entity is Filipino and paying monthly:
  - If post-dated cheques can be provided:
    - Post-dated cheques for each month in the lease period
  - If post-dated cheques can't be provided or if incomplete:
    - Additional security deposit equivalent to 1 month's rent
  - If post-dated cheques provided are not under the name of the lessee entity:
    - Issuer must be a co-lessee in the lease contract
  - Proof of capacity
    - Copy of income tax returns received by BIR in the last 2 years
- If entity is Non-Filipino; or Filipino and paying in full in advance:
  - Full payment for entire lease duration