



1985 C.M. Recto Ave., corner S.H. Loyola St., Sampaloc, Manila  
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PLEASE ACCOMPLISH TWO (2) COPIES

DATE OF NOTICE: \_\_\_\_\_

NAME OF TENANT: \_\_\_\_\_ ROOM ID: \_\_\_\_\_

CONTRACT of LEASE EXPIRATION: \_\_\_\_\_ ☐ COMPLETED ☐ EARLY TERMINATION

PLEASE CHECK IF YOU WISH TO: ☐ CONTRACT RENEWAL or EXTENSION or SKIPPING CONTRACT  
☐ VACATE

**60 DAYS NOTICE OF CONTRACT RENEWAL / EXTENSION**

This is to OFFICIALLY notify the management of UniverCITY Belt Residences that I would like to RENEW/EXTEND my Contract of Lease. I understand that i am still under the terms and conditions of our original lease and shall abide to any of its revision.

That my new contract of lease will be for a period of: ☐ 10 Months ☐ 12 Months ☐ \_\_\_\_\_ Months, starting on: \_\_\_\_\_ until \_\_\_\_\_. (Contract period is subject for assessment and approval)

☐ I would like to retain my current Bedspace. Subject for approval  
☐ I would like to request for transfer upon expiration of my current contract. (Subject for availability)  
Requested ROOM: \_\_\_\_\_ ☐ UPPER ☐ LOWER

That my Security Deposits and other deposits will be RETAINED as deposit for the CONTRACT OF LEASE RENEWAL. That in case of cancellation of contract renewal or extension, my entire deposit will be forfeited in favor of UCBR Management.

**60 DAYS NOTICE TO VACATE**

This is to notify the management of UniverCity Belt Residences that I will no longer renew our existing contract of lease and shall vacate my bedspace on this date: \_\_\_\_\_, 20\_\_\_\_.

**That I am fully aware of the following terms and conditions:**

- Failure to submit of NOTICE TO VACATE 60 days before departure date will result to forfeiture of one (1) month security deposit. (FOR STRICT IMPLEMENTATION)
- THIS FORM IS NOT VALID WITHOUT ACKNOWLEDGEMENT RECEIPT.
- Security Deposit is not to be consumed or used as payment for rental and/or utility bills. Non-payment will result to 10% PENALTY per cut off and BLOCKING OF BIOMETRICS with 10 to 30 MINUTE WAITING STUB before exit and entry.
- That my Security Deposit will only be refunded when bedspace is FULLY VACATED and that partial refund of deposit is not allowed.
- That 60 days before my departure I am aware that UCBR Management and its staff has the right to show my room to new prospect tenant, that housekeeping team may clean my room without my supervision to keep the room neat and ready for viewing of prospect tenant.
- That in case my bedspace is still occupied beyond the expiration of our contract of lease,I understand that I will be charged one (1) month whole rent for every cut off period (1<sup>st</sup> day of the month) or DAILY TRANSIENT RATE of Php800.00 per day
- That on the day of my departure I must bring all of my things and belongings, that nothing will be left behind inside UCBR premises. I am fully aware that UCBR will dispose any items that have been left behind, to accommodate cleaning procedure and possibility of new tenant.
- Encode your name on the CHECK OUT LOG BOOK 24 hours before your departure which includes the date time of your departure.
- On the day of my departure, processing of CHECK OUT such as COMPUTATION of BILLS, PAYMENTS, REFUND OF DEPOSIT and etc., is strictly from 9:00AM to 7:00PM only. Processing fee of PHP 200.00 shall be charged otherwise.

**CHECK OUT CLEARANCE**

- Full payment of all obligations such as rentals, utilities and etc.
- Surrender of items issued by the management such as KEYS, BEDSHEETS and etc., (if there is any):
- Tenant is advised to perform cleaning and clearing of bedspace and make sure that no trash is left behind. Failure to do so will result to housekeeping fee of Php400.00

TENANT’S FULL NAME and SIGNATURE

\_\_\_\_\_

RECEIVED BY:

NAME : \_\_\_\_\_

DATE : \_\_\_\_\_