# UCBR
## University Belt Residences

1985 C.M. Recto corner S.H. Loyola (former Lepanto) Sampaloc, Manila, Brgy. 395, Zone 41, District 4
● 0956-128-9369 ● 0961-374-0685

## RESERVATION AGREEMENT FORM

NAME of TENANT/REPRESENTATIVE : _____

SMART Contact No.: _____     GLOBE Contact No.: _____     SUN Contact No.: _____

Tenant/Representative agrees to place a CASH DEPOSIT amounting to ₱_____ (A1), as reservation for the specified ROOM/BEDSPACE under the following **Terms and Conditions:**

1. Cash deposit must amount to ONE (1) MONTH SECURITY DEPOSIT to complete reservation. In case of partial down payment, CASH DEPOSIT BALANCE amounting to PHP_____ (A2) must be paid on or before this date as shown on the table below. Otherwise cash deposit will be forfeited and reservation will be cancelled. (For your convenience, cash deposit balance can be paid thru **Banco De Oro**. Please request our bank details from our receptionists.)
2. Undersigned hereby agrees that entire deposit is STRICTLY NON-REFUNDABLE and NON-TRANSFERRABLE.
3. Cancellation of the reservation shall mean forfeiture of the deposit in favor of the UCBR Management.
4. Cash Deposit will serve as part of SECURITY DEPOSIT and/or RENTAL upon entry.
5. Contract Period stated above shall be the OFFICIAL CONTRACT PERIOD. Only upgrade of contract period may be allowed.
6. In case Tenant has arrived different from the specified entry date, the OFFICIAL ENTRY DATE will be whichever is earlier.
7. Tenant may be subjected to a TEMPORARY ROOM upon check in; with or without notice from UCBR Management, this may be due to unexpected circumstances revolving reservation or booking for subject room or bedspace.

| DESCRIPTION | CODE | AMOUNT | SCHEDULE/DEADLINE OF PAYMENT | + | + |
|---|---|---|---|---|---|
| RESERVATION FEE a.k.a Security Deposit #1 | A1 | PHP | | 0 | 0 |
| | A2 | PHP | | | 1-3 |
| Security Deposit #2 | A3 | PHP | | | 7-10 |
| Utility Deposit | B1 | PHP | | | 7-10 |
| Bed Sheet Deposit | B2 | PHP | | | 7-10 |
| Apartment Key Deposit | B3 | PHP | | | 7-10 |
| TOTAL DEPOSIT | C1 | PHP | | | |
| First Month Rental | D1 | PHP | | | 7-10 |
| Pro-Rated Rental | E1 | PHP | | | 7-10 |
| TOTAL BALANCE (LESS RESERVATION FEE) | | | | | |

**STRICT DEADLINE FOR PAYMENT SCHEDULE, FAILURE TO PAY ON TIME WILL RESULT TO CANCELLATION OF RESERVATION**

**DETAILS OF RESERVED ROOM/BEDSPACE**

Rental Rate  : PHP_____ per Month
Room Size    : _____ Pax per Room
Bed Type     : ◯ Upper Bed ◯ Lower Bed
Lease Type   : ◯ Bedspace ◯ Apartment

**CONTRACT PERIOD**

Start  : _____
End    : _____
No. of MONTHS : _____
Valid for promotional discount? ◯ YES ◯ NO

_____
Tenant Printed Name, Date and Signature

## *ACCOMPLISH TWO (2) COPIES*

_____
UCBR Receptionist Printed Name