



LESSOR INFORMATION SHEET (LIS)

UNIT OWNER / CLIENT PERSONAL DATA

Full Name :				Birthdate :	
Spouse Name (if married):					
Civil Status	<input type="checkbox"/> Single	<input type="checkbox"/> Separated / Divorced		Gender:	Nationality:
	<input type="checkbox"/> Married	<input type="checkbox"/> Widowed			
Residence / Home Address:	<input type="checkbox"/> Personally Owned	<input type="checkbox"/> Living with Family / Parents	<input type="checkbox"/> Renting / Mortgaged	<input type="checkbox"/> Others:	
Telephone Number(s) :		Mobile Number(s) :		Fax Number(s) :	
				Email Address :	

LEASE INFORMATION

Project Name :		Building Name / Unit No. :		Parking Slot No. :	
Unit Payment Status:		<input type="checkbox"/> Full-payment / Cash	<input type="checkbox"/> Full-payment / Bank Financing	<input type="checkbox"/> Inhouse Financing	
Unit View	<input type="checkbox"/> Facing Amenities	<input type="checkbox"/> Not Facing Amenities	Parking Slot for lease?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Type of Unit	<input type="checkbox"/> Studio Unit	<input type="checkbox"/> 1 Bedroom Unit	<input type="checkbox"/> 2 Bedroom Unit	<input type="checkbox"/> 3 Bedroom Unit	
	<input type="checkbox"/> TownHouse	<input type="checkbox"/> House & Lot	<input type="checkbox"/> Parking	<input type="checkbox"/> Others	
Unit Dress-Up	<input type="checkbox"/> Bare Unit	<input type="checkbox"/> Semi-Furnished Unit	<input type="checkbox"/> Fully-Furnished Unit	<input type="checkbox"/> Others:	
Lease Term Period	<input type="checkbox"/> Short Term Lease (1 Month- 5 Months)	<input type="checkbox"/> Medium Term Lease (6 Month - 11 Months)	<input type="checkbox"/> Long Term Lease (1 Year - Up)	<input type="checkbox"/> Please specify specific Lease Term:	
Lease Rate	<input type="checkbox"/> P10,000 - Below	<input type="checkbox"/> P10,001.00 - P20,000.00	<input type="checkbox"/> P20,001.00 - P30,000.00	<input type="checkbox"/> P30,001.00 - P40,000.00	
	<input type="checkbox"/> P40,001 - P50,000	<input type="checkbox"/> P50,001.00 - Above	<input type="checkbox"/> Specific Monthly Lease Rate : Php		
Rate Inclusive of Association Dues?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Others:		

REPRESENTATIVE CONTACT DETAILS

Full Name :				Relationship :	
Address :					
Telephone Number(s) :		Mobile Number(s) :		Fax Number(s) :	
				Email Address :	

ADDITIONAL INFORMATION

I hereby understand and acknowledge the following information:

a. Units / Parking must be first turned-over to the unit-owner before enrolling the same in the Leasing Program.

b. 2nd Unit Key shall be temporarily surrendered to Leasing Department lodged to the secured Keybox located at the Project Property Management Office (PMO) for viewing requirements. For pull-out of the key, owner must inform DMCI Homes Leasing Services Five (5) days before the said pull-out.

c. A copy of Title or Deed of Absolute Sale shall be provided. For Bank Financing a copy of Bank Certification shall be included.

d. A copy of the Special Power of Attorney (SPA) and copies of at least two (2) valid I.D.'s of the Lessor / Unit Owner's authorized representative must be submitted. (if applicable)

e. Inspection, Punchlisting and Inventory of the unit and furnishings will be conducted by both the Lessor / Unit Owner and DMCI Homes Leasing Services before the enlisting of the unit.

f. In case of successful lease negotiation, Lessor / Unit Owner will be charged with Facilitation Fee as stated at the Authority to Lease

g. There shall be a Two (2) months worth of Security Deposit and One (1) month of Advance Deposit for Medium to Long Term Lease (2 months to more than 1 year) and P10,000.00 or One (1) month worth Security Deposit and Advance payment for Short Term Lease (1 week to 1 month).

h. Any Administrative Mail and/or Overseas Phone Charges will be billed separately.

CLIENT ACKNOWLEDGEMENT

I hereby acknowledge that the information I have given in this Lessor Information Sheet (LIS) are accurate and complete. I hereby also give my consent to DMCI Homes Leasing Services to market the above-stated Unit(s) and/or Parking(s) for Lease.

Signed by:

Lessor / Unit Owner's Full Name and Signature

Date