

RESIDENTIAL LEASE CONTRACT

Subject: Documentary Requirements

**Please tick (✓) the box if submitted / available*

Documentary Requirement	Guidelines
<input type="checkbox"/> Tenant Information Sheet	Original signed Tenant Application Form, with 2x2 picture
<input type="checkbox"/> Contract of Lease	At least two (2) original copies of the Contract of Lease. <u>Signatories must sign their full signatures on each and every page of the Contract (strictly required) and on spaces provided on the signature page</u> LCI Property will provide tenant with one (1) original copy. <i>Copies provided upon request.</i>
<input type="checkbox"/> Valid photo-bearing government-issued Identification	Photocopies of IDs of: (a) Each parent or guardian, if applicable; and (b) Student / Tenant (*should reflect the signature of the authorized signatories or provide specimen signatures on the copy)
<input type="checkbox"/> Mode of Payment	ADVANCE RENTAL PAYMENT Cash or dated check in the amount equivalent to one (1) month rent payable to LCI Property Management & Development Corporation SECURITY DEPOSIT PAYMENT Dated check in the amount equivalent to two (2) month's rent payable to LCI Property Management & Development Corporation
<input type="checkbox"/> Post-dated Checks	Eleven (11) post-dated checks on the ____ day of every month of the lease term.
<input type="checkbox"/> House Rules & Regulations	One (1) signed House Rules & Regulations <i>Copies provided upon request.</i>
<input type="checkbox"/> Move-in Form	One (1) original signed copy listing all the items that will be brought into the Building upon move-in. The Building personnel will inventory the items brought in against the list. Tenant shall check the room prior to turnover of keys.