

# RESERVATION

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"/> Reservation Agreement	At least two (2) original copies of the Contract of Lease. <b><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></b>
<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"/> Reservation Fee	Amount equal to one (1) month's rent; Payable via:  (i) Online Cash Deposit - To designated bank account ( <b>Provided upon request</b> )  (ii) Dated Check - Payable to <b>LCI Property Management &amp; Development Corporation</b>  <b>Notes:</b> <i>i. If tenant pushes through with Lease Agreement – Reservation Fee shall be <u>applied</u> to one (1) month advance rent</i> <i>ii. If tenant does not push through with Lease Agreement (for whatever reason) – Reservation Fee shall be <u>forfeited</u></i>