

## RESIDENT INFORMATION SHEET

 Unit Owner Unit Owner's Authorized Representative Tenant / Lessee

Please accomplish this form completely and legibly. Should there be any alterations, please inscribe your signature on the altered portions.

Building / Village	Unit No. / Phase, Block & Lot No.	Parking Slot No.	<b>FOR TENANTS / LESSEES</b>	
Name of Registered Owner			Leasing Representative	Lease Contract Term

**INDIVIDUAL**

Last Name		First Name		Middle Name
Residence Address				
Telephone Number	Mobile Number		Email address	
Age	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed	
Citizenship	Valid Government-issued ID Number (Passport is required for foreigners) / Date & Place Issued <i>(submit photocopy of ID)</i>			
Occupation	Office/Business Address	Office/Business Phone Number	Office/Business Email Address	

**SPOUSE'S INFORMATION (if applicable)**

Last Name		First Name		Middle Name
Residence Address				
Telephone Number	Mobile Number		Email address	
Citizenship	Valid Government-issued ID Number (Passport is required for foreigners) / Date & Place Issued <i>(submit photocopy of ID)</i>			
Occupation	Office/Business Address	Office/Business Phone Number	Office/Business Email Address	

**AUTHORIZED REPRESENTATIVE (if applicable; notarized Special Power of Attorney is required)**

Last Name		First Name		Middle Name
Relationship with Unit Owner	Contact Number	Other Instructions		

**CORPORATE**

Company Name (as registered)			Nature of Business
Office Address			
Telephone Number	Mobile Number		Email address
Name of Company's Authorized Representative (notarized Secretary's Certificate is required)			Position

**ADDRESS FOR CORRESPONDENCES**

<b>FOR DOCUMENTS:</b>		<b>FOR STATEMENT OF ACCOUNT:</b>	
<input type="checkbox"/> Mail to residence address	<input type="checkbox"/> Unit/Slip through door	<input type="checkbox"/> Mail to residence address	<input type="checkbox"/> Unit/Slip through door
<input type="checkbox"/> Mail to office address	<input type="checkbox"/> Mailbox	<input type="checkbox"/> Mail to office address	<input type="checkbox"/> Mailbox
<input type="checkbox"/> Personal Email	<input type="checkbox"/> Others (please specify):	<input type="checkbox"/> Personal Email	<input type="checkbox"/> Others (please specify):
<input type="checkbox"/> Office/Business Email	_____	<input type="checkbox"/> Office/Business Email	_____

**PAYMENT OF CHARGES (please indicate who will settle the charges)**

Association Dues	<input type="checkbox"/> Unit Owner	<input type="checkbox"/> Tenant	<b>OTHER SPECIAL INSTRUCTIONS</b>
Parking Dues	<input type="checkbox"/> Unit Owner	<input type="checkbox"/> Tenant	
Water	<input type="checkbox"/> Unit Owner	<input type="checkbox"/> Tenant	
Electricity	<input type="checkbox"/> Unit Owner	<input type="checkbox"/> Tenant	
Telephone/Internet/Cable	<input type="checkbox"/> Unit Owner	<input type="checkbox"/> Tenant	

**Name(s) of other occupants of the unit (co-residents, office employees, etc.)**  
*(Use additional sheets if necessary)*

	Age	Relationship / Position (if employees)	
		YES	NO
1.			
2.			
3.			
4.			
5.			

**Name(s) of Domestic Employee(s)**

	Function	STAY IN?	
		YES	NO
1.			
2.			
3.			

**Contact Person(s) in case of emergency**

	Relationship	Contact Number
1.		
2.		

By signing this Resident Information Sheet, I hereby consent to the collection and processing of my personal data and other individuals identified herein, in accordance with such Privacy Policy as may be adopted by \_\_\_\_\_ and the Data Privacy Act of 2012. I further agree to be contacted by the representatives of \_\_\_\_\_ regarding any matter relating to my residence in the condominium as well as on latest developments in \_\_\_\_\_. I signify my conformity to the foregoing and certify that all information provided above are true and correct.

Signature Over Printed Name\*

Date

\*Signature will serve as specimen signature for gate pass, work permits, authorizations and other correspondences / requests.