



TENANT INFORMATION SHEET

Unit No.: _____ Parking Slot No.: _____

Lease Period: _____ - _____

Minimum period for Lease Contracts involving units and parking slots of Two Serendra is Six (6) Months.

1. Information

Name of Registered Tenant (Last, First, M.I.)				
Nickname:	Birthday (mm/dd/yy):	Age:	Nationality:	Civil Status:
Landline Number:	Mobile Number:		E-mail Address:	
Company Name:			Company Address:	
Primary Address:			Landline Number:	
Secondary Address:			Landline Number:	
Name of Spouse (Last, First, M.I.)				
Nickname:	Birthday (mm/dd/yy):	Age:	Nationality:	Contact No. / Email

2. Names of relatives/authorized residents living in the unit:

Name	Nickname	Age	Relation	Need special assistance? If yes, please include assistance needed.

3. Name of Domestic helpers/drivers:

Name	Nickname		Position	Stay-in (Yes/No)

4. Registered Vehicles: Please provide copy of Certificate of Registration for each vehicle.

Vehicle Type	Brand/Model	Color	Plate Number

5. Pet Information: One toy dog shall be allowed as pet dog within Two Serendra. Only if the unit owner allowed the tenant.

Name	Breed	Color	Date Vaccinated

6. Contact person(s) in case of emergency: Contact person should be someone who does not live in the building.

Name	Relation	Telephone Number	Mobile Number

7. Specimen Signature

: Signatures(s) allowed to sign the building permits.

WORK PERMIT (1 day work such as cleaning and installation of furniture MATERIALS / EQUIPMENT GATE PASS FORM (DELIVERY)

Signature 1	Signature 3
Signature 2	Signature 4

8. Special instruction

I/We received and understood the Salient Points of the Two Serendra House Rules and Regulations and shall abide by it. I/We understand that the Building Administration shall only recognize information provided in the Tenant Information Sheet.

Date Signed

Registered Tenant's Signature Over Printed Name

The information contained in this form is confidential and shall be used exclusively for the above-stated purposes. Under no circumstance shall Two Serendra/SCC be liable for any illegal or unauthorized use of the information contained herein.