



SMDC GOOD STAYS

DAILY LEASE: SERVICE AGREEMENT

This Agreement made and executed this ___ day of _____ 20__ at _____, Philippines, by and between:

SM DEVELOPMENT CORPORATION, a corporation duly organized and existing under and by virtue of Philippine laws with postal address at 15th Floor Tower B, Two E-com Center, Bayshore Avenue, Mall of Asia Complex, represented herein by Kathleen Pauline A. Camarinas (“**SMDC**”);

and

[NAME OF UNIT OWNER] [NATIONALITY]
of legal age and with postal address at _____
 (“**UNIT OWNER**”);

The UNIT OWNER is the absolute owner of the residential condominium UNIT _____, _____, and desires to engage the services of a leasing and tenancy support services provider (hereafter referred to as “the Services”) for the said UNIT;

WHEREAS, SMDC is engaged in professional leasing and tenancy support services to property owners of various SMDC developments and has accepted the engagement of UNIT OWNER.

NOW THEREFORE, for and in consideration of the above premises, the parties hereby enter into this agreement subject to the conditions provided below:

A. SMDC’S SCOPE OF SERVICES. The UNIT OWNER agrees to avail of the leasing and tenancy support services offered by SMDC classified as “**DAILY LEASE SERVICES**”, which are described in Annex A.

B. RESPONSIBILITIES OF SMDC UNDER DAILY LEASE SERVICES:

1. **SMDC SERVICES.** SMDC shall perform all the services listed in Annex A of this Agreement.
2. **RENTAL RATES.** UNIT OWNER understands and agrees that the RENTAL RATE shall be set by SMDC only, based on its own assessment of the market at the time the UNIT is offered. SMDC shall advise the UNIT OWNER of bookings made as well as the RENTAL RATE charged to guests.
3. **COLLECTION OF RENTAL REVENUE.** SMDC shall collect all RENTAL REVENUE from the guest on behalf of the UNIT OWNER. It is agreed that these payments and charges are charged by the UNIT OWNER, and that SMDC merely acts as the collection agent on behalf of the UNIT OWNER.
4. **REMITTANCE OF RENTAL REVENUE TO UNIT OWNER’S BANK ACCOUNT.** SMDC shall remit the UNIT OWNER’s accumulated **monthly revenue within thirty (30) days** from the close of the preceding month, net of the following amounts and/or charges:
 - a) Administrative Fees
 - b) Service Fees for Check-in Package (inclusive of Cleaning, Laundry and Toiletries)
 - c) Value Added Tax (VAT);
 - d) Creditable Withholding Tax (CWT);
 - e) Advertising and Marketing Fees;



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- f) Commissions paid to travel agencies or licensed external brokers;
- g) Annual registration renewal fee

SMDC shall provide the UNIT OWNER in a timely manner a true and faithful accounting of all money and property in which the latter has or may have an interest in connection with the execution of the services offered herein. The UNIT OWNER shall provide SMDC with a local bank account to deposit the rental revenues.

C. RESPONSIBILITIES OF THE UNIT OWNER:

1. **REGISTRATION & ENROLLMENT.** SMDC shall only commence to perform the services stipulated hereunder and the Parties shall effectively be bound by the terms and conditions of this Agreement once all the enumerated requirements have been fulfilled and submitted by the UNIT OWNER, to wit:

- a) **REQUIREMENT**

- i. Copy of Contract to Sell, Deed of Sale or Title, or Certificate of Management
- ii. Duly signed Service Agreement
- iii. Daily Lease Services (Annex A)
- iv. Unit Owner Registration Form (Annex B)
- v. Unit Inventory and Key Transmittal (Annex C)
- vi. Standard Price List for Lost or Damaged Item (Annex D)

- b) **PAYMENT OF REGISTRATION FEE.** The UNIT OWNER shall pay a registration fee in an amount equivalent to **Ten Thousand Pesos¹ (Php 10,000)**.

- c) **MANDATORY ENROLLMENT IN SMDC'S POOLED LINENS AND TOWELS**

SERVICE. The UNIT OWNER shall enroll in SMDC's Pooled Linens and Towels Service. On a yearly basis, SMDC will assess the condition of the linens and towels and recommend replacement/replenishment if quality is not within standards. The cost of replacement will be deducted from the UNIT OWNER's revenue.

- d) **STANDARD INVENTORY.** The UNIT OWNER shall mandatorily ensure that the following minimum unit requirements are included in the unit to be rented out by the unit owner:

- AC Unit
- Double or Queen Bed with Mattress and 2 Pillows
- Shades, blinds or curtains
- Wardrobe Cabinet with hangers
- Living Room Set
- Paintings or Photo Frames
- Television (with cable & internet connectivity)
- Dining Table with Chairs
- Dining Utensils for 4: dinner plates, bowls, spoons, forks, table knives, teaspoons, cups and saucer, glasses, placemats
- Microwave
- Refrigerator
- Cooktop with Range Hood
- Kitchen Utensils (1 each): frying pan, sauce pan, kitchen knife, chopping board, ladle, turner, tongs
- Kettle
- Rice Cooker
- Water Heater
- Exhaust Fan
- Vanity Mirror

¹ Fees are subject to change



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It is highly recommended that UNIT OWNER removes any other items not in the standard list above.

- e) **SPECIAL POWER OF ATTORNEY** – UNIT OWNER hereby appoints SMDC and SMDC accepts such appointment as attorney-in-fact with authority to lease out the Unit on a daily basis or longer; to sign the authorization letter for guests; to purchase Swimming Pool vouchers; to enroll the unit in marketing Online Travel Agencies (OTA) and websites and decide unilaterally on the rate to be offered in marketing OTAs. The unit owner can give a base rate which must be acceptable to SMDC as well.
- f) **UNIT READINESS** – The UNIT OWNER ensures that the unit is in good tenantable condition, with no pending amortization case, no damage inside the unit, and with no unpaid obligation to the Condominium Corporation of the property.
2. **PAYMENT OF PACKAGED SERVICES UNDER SMDC GOOD STAYS:** The UNIT OWNER shall pay the service fee (inclusive of 12% VAT) due to SMDC, the rates of which are enumerated below. Notwithstanding anything to the contrary, SMDC's service fee shall not be subject to any deduction, withholding or assessment, except for the 12% VAT.

Check-in Package	< 30 sqm	Php750.00*
	> 30 sqm	Php 1,500.00*
Service Inclusions for 1 Check-In Package:		
1. Key Distribution and Safekeeping		
2. Guest Registration and Check-out		
3. Pre- and post-stay inventory checklist		
4. One-time unit cleaning upon check-out		
5. One-time linens and towels change upon check-out		
6. One set of toiletries		

*Inclusive of 12% VAT.

3. **PAYMENT OF ADMIN FEES UNDER SMDC GOOD STAYS.** The UNIT OWNER shall pay the Admin fees due to SMDC, the rates of which are enumerated below as a percentage of the short-term rent paid for by the guest.

Admin Fees*	First Night	10% of room rate
	Succeeding Nights	5% of room rate

*Inclusive of 12% VAT

4. **PAYMENT OF MARKETING & ADVERTISING FEES.** SMDC shall waive fees for Marketing and Advertising for the first year of enrollment. However, SMDC reserves the right to commence charging fees on the second year of enrollment at the rate of 5% of short-term rental revenue.
5. **PAYMENT OF OTHER CHARGES.** The UNIT OWNER shall promptly pay and/or reimburse SMDC for any and all items listed in Section B.4. in the event the unit's accumulated net revenue will be insufficient to cover for these fees and charges.
6. **TAXES.** Any and all Philippine tax, assessments and impositions due on the rent revenue and/or income from leasing activity/ies, including but not limited to income tax, value added tax if applicable, local business tax, documentary stamp tax if any, annual registration fees, which may, at any time during the effectivity of this Agreement or any renewals and extensions thereof, be imposed or charged by any agency or instrumentally of the government in connection with, or arising from this Agreement, shall be the sole responsibility and for the sole and exclusive account of the UNIT OWNER. SMDC shall not in any way be construed or considered as the income payor or withholding agent with respect



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to rental revenue received by the UNIT OWNER. Further, SMDC shall not be construed as the official representative and/or agent of the UNIT OWNER in the Philippines for tax, compliance and/or regulatory purposes. It shall be the responsibility of the UNIT OWNER to furnish the lessee/guest with appropriate tax documentation in connection with the leasing activity/ies.

7. **RULES AND REGULATIONS.** The UNIT OWNER agrees to abide by the existing rules and regulations contained in the Master Deed with Declaration of Restriction, Articles of Incorporations and By-Laws of _____ and as well as the SMDC Good Stays House Rules.

D. UNIT OWNER'S WARRANTIES.

1. The UNIT OWNER has the full interest, right, power and authority to enter into this Agreement and to perform the acts required hereunder.
2. The execution of this Agreement and his performance of his obligations and duties hereunder, do not and will not violate any agreement to which he is a party or by which he is otherwise bound; and when executed and delivered by him, this Agreement will constitute his legal, valid and binding obligation, enforceable against him in accordance with its terms.
3. The representative of the UNIT OWNER executing this Agreement on his behalf, if any, has been properly authorized to do so.
4. UNIT OWNER and his designated Attorney-in-Fact, if any, shall faithfully and fully comply with the Agreement and all existing as well as future laws.

- E. **TERM.** This Agreement shall be effective for a period of one (1) year commencing on the date of its execution and submission of complete requirements, and shall be automatically renewed, unless otherwise amended, modified, or supplemented in writing by the UNIT OWNER, upon a ninety (90) day prior written notice to SMDC. Any cancellation or termination of this Agreement shall become effective after the lapse of the ninety (90) day period from receipt of such notice by SMDC.

- F. **TERMINATION.** SMDC shall have the option to terminate this Agreement at any time during its effectivity provided that thirty (30) days advance prior written notice is served to the UNIT OWNER specifying the reasons therefor.

1. This Agreement shall terminate immediately if any material representation or warranty made by the UNIT OWNER is proven to have been incorrect, false or misleading on the date on which it was made.
2. In case of breach of any of the provisions of this Agreement, as well as the warranties and representations stated herein, SMDC shall be entitled to liquidated damages in addition to any other damages which it may be entitled under the law, in the amount of Two Hundred Thousand Pesos (P200,000.00) and attorney's fees in the amount of One Hundred Thousand Pesos (P100,000.00) in the event that it shall be constrained to engage the services of counsel to prosecute its claim.
3. UNIT OWNER may pull out the Unit from the pool of units for leasing during the contract period, provided that a prior 30-day notice is given, failure in which UNIT OWNER shall be liable to SMDC for liquidated damages in the amount equivalent to five times the total cost of confirmed bookings.
4. The termination of this Agreement shall not prejudice the accrued rights or claims and liabilities of the Parties.



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- G. LIMITATION OF LIABILITY.** SMDC shall not be responsible for any loss or damage caused by the guests of the UNIT OWNER. The UNIT OWNER shall be subsidiarily liable for any and all loss or damage arising from the failure of the guests to abide by the CONDO CORP's Master Deed with Declaration of Restrictions, By-laws, and House Rules and Regulations as well as SMDC Good Stays House Rules.
- H. CONFIDENTIAL INFORMATION.** Unless otherwise provided by law, the UNIT OWNER consents in writing herein or elsewhere to the release of the information. SMDC shall maintain the confidentiality of all personal and financial information and other matters identified as confidential by the UNIT OWNER, if that information is received from him during the term of this Agreement. In satisfying these duties, SMDC shall exercise ordinary care, comply with all applicable laws and regulations and treat all prospective guests honestly and not knowingly give them false information. Solely with respect to the disclosure or non-disclosure of information as contemplated in this section, the UNIT OWNER acknowledges that SMDC may act on behalf of the UNIT OWNER as the latter's representative. In addition, SMDC may provide assistance to a guest or prospective guest by performing ministerial acts that are not inconsistent with SMDC's duties under this Agreement.
- I. OTHER PROVISIONS COMMON TO SHORT TERM/DAILY LEASING**
- 1. Loss Liability.** SMDC shall not be liable for loss of UNIT OWNER's personal property located in the rental property. SMDC shall not be required to initiate legal actions or retain an attorney for the purpose of collection of rents, damages, eviction of guests or other persons. Collection fees and legal fees are the responsibility of the UNIT OWNER. UNIT OWNER shall, thus, obtain the necessary insurance to cover the UNIT for any and all applicable perils.
 2. The UNIT shall be shown and made available without regard to race, color, religion, sex, handicap, familial status or national origin. In this regard, the OWNER understands and agrees that SMDC is not obligated to conduct a background investigation nor does it certify the behavior, conduct or actions of potential guests. UNIT OWNER shall, thus, obtain the necessary insurance to cover the UNIT for any and all applicable perils.
 3. In consideration of the use of SMDC's services and facilities, the OWNER and the OWNER's heirs and assigns hereby release SMDC, including their employees, officers, and owners, except for malfeasance on the part of such parties, from any liability to the OWNER for vandalism, theft or damage of any nature whatsoever to the UNIT or its contents during the terms of this agreement. The OWNER waives any and all rights, claims and causes of action against them and holds them harmless for any property damage or personal injury arising from the use of access to the UNIT by any person during the term of this Agreement except for malfeasance on the part of such parties.
 4. The OWNER retains full responsibility for the UNIT, including all utilities, maintenance, physical security and liability during the term of this Agreement.
 5. **Free and Harmless.** The UNIT OWNER and his representative shall hold SMDC free and harmless from any and all liabilities, claims, damages, suits of whatever nature in connection with the implementation of this Agreement, including but not limited to those arising from fortuitous event, force majeure, except those attributed to the negligence of SMDC and their respective officers and/or employees in the performance of any obligation provided in this Agreement. UNIT OWNER hereby holds SMDC free and harmless from any and all claims for damages or liabilities which may be brought by any third person whomsoever by reason of this Agreement including its implementation, or the non-observance of any rule, law, statute, ordinance, regulation or covenant herein contained. SMDC shall not be liable for any acts or omissions of the UNIT OWNER, his employees or agents. Furthermore, SMDC shall not be liable for guest's failure to pay rent or any other charges. SMDC shall not be responsible for the enforcement of lease on the UNIT OWNER's or the guest's behalf.



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6. **Independent Contractor.** Nothing in this Agreement shall be construed to give rise to an employer-employee or principal-agent relationship between the parties. Neither shall this Agreement be deemed to create a partnership undertaking under which a party may be liable generally for acts or omissions of the other.
7. **Force Majeure.** The failure or delay of any of the parties hereto to perform any obligation under this Agreement solely by reason of Force Majeure shall not be deemed to be a breach of this Agreement, provided that the party so prevented from complying herewith shall not have procured such Force Majeure, shall have used reasonable diligence to avoid such Force Majeure or ameliorate its effects and shall continue to take all actions within its power to comply as fully as possible with the terms of this Agreement.
8. **Binding Effect.** All covenants and agreements herein contained shall inure to the benefit of the parties and shall bind their representatives, assigns, and successors-in-interest.
9. **Amendment.** This Agreement embodies the entire agreement of the Parties with respect to the subject matter hereof. It may not be modified, altered, or amended in any manner except by an agreement in writing executed by the parties hereto.
10. **Severability.** If any part of provision of this Agreement is declared void or invalid, the remaining clauses shall remain valid and unimpaired, and the obligations under this Agreement shall be performed as if the avoided clause did not exist.
11. **Non-waiver.** No failure or delay on the part of either party in exercising any power or right hereunder shall operate as a waiver thereof nor shall a party's knowledge of, or acquiescence to, any breach of any terms and conditions of this Agreement constitute a waiver of such terms or conditions.
12. **Law, Dispute Resolution and Venue.** The interpretation of this Agreement as well as action for breach of the terms and conditions thereof shall be governed by Philippine laws. Any dispute, controversy or claim arising out of or relating to this contract, or the breach, termination or invalidity thereof shall be settled by arbitration in accordance with the PDRCI Arbitration Rules as at present in force.



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ANNEX A – DAILY LEASE SERVICES

I. TERM:

This agreement is valid from the date the UNIT OWNER executes the same and shall be valid for _____ from _____ to _____:

II. **DAILY LEASE SERVICES.** The Daily Lease services offered by SMDC Good Stays are exclusively limited to the following:

A. OFFERING UNITS TO GUESTS:

1. SMDC shall exert effort in offering the UNIT to guests;
2. UNIT OWNER agrees to give SMDC exclusive access to the leasing calendar of the UNIT;
3. UNIT OWNER authorizes SMDC to offer the UNIT to travel agencies and/or other third-party brokers, and as such allow the payment of their commission/fees. UNIT OWNER further allows SMDC to take photos of the UNIT and post these in marketing websites and other marketing collaterals.

B. KEY DISTRIBUTION AND SAFEKEEPING:

1. To safely keep two (2) sets of all keys to the UNIT, one set of which shall be turned over to the guest of UNIT OWNER upon use of the UNIT;
2. To release one (1) set of all keys to the UNIT to the guest of the UNIT OWNER on the day of arrival of the said guest;
3. To accept the return of one (1) set of all keys to the UNIT from the guest. In the event that returned keys are incomplete, SMDC shall take note of such and inform the UNIT OWNER through the registered email address of the UNIT OWNER. SMDC shall bill, collect or accept payment from the guest for the lost keys on a best-effort basis. SMDC shall not be liable in case of non-payment of the guest. It is further understood that SMDC shall bill, collect and accept payment from the guest on behalf of the UNIT OWNER and SMDC merely acts as the collection agent of the UNIT OWNER.
4. Keys shall be released and accepted from the guest within office hours only.

C. GUEST REGISTRATION AND CHECK OUT:

1. To facilitate check-in of guest upon arrival.
2. Guest shall fill up and sign the registration form and inventory checklist and show proof of identification. SMDC shall accept the rental revenue from the guest for the UNIT on behalf of the UNIT OWNER.
3. Guest shall be guided to the UNIT subject to availability of staff.
4. Guest shall be oriented to the services of SMDC. Guest shall be advised to call the Front Desk prior to check-out for post-stay inventory of the UNIT.
5. To facilitate check-out of guest by doing post-stay inventory and return of all keys.
6. Check-in and Check-out shall be facilitated within office hours only. Official check-in time is 2PM and check-out is 12NN.



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D. CLEANING:

1. SMDC shall clean the UNIT according to the pre-paid package enrolled in Item III-A-3 of this Agreement.
2. Cleaning of the UNIT shall include:
 - a. Mopping and sweeping of the bedroom and bathroom floor
 - b. Change of bed linen and towels
 - c. Wiping of furniture and appliances
 - d. Washing of dirty dishes
 - e. Cleaning of toilet and shower area
3. SMDC shall exert all effort to clean and have the UNIT ready according to the estimated time of arrival (ETA) of the guest. SMDC however does not guarantee and shall not be liable in case the UNIT is not ready at the time of guest's arrival.
4. The UNIT OWNER hereby agrees to a mandatory general cleaning of the UNIT to be done by SMDC at least 1 x month regardless of utilization, during the duration of the UNIT's enrollment.
5. All cleaning in the UNIT shall be done within office hours only.

E. LINENS AND TOWELS CHANGE:

1. SMDC shall change the linens and towels in the UNIT according to the package enrolled in Item III-A-3 of this Agreement.
2. One set of linens and towels include the following:
 - a. 1-piece queen-size fitted sheet
 - b. 1-piece queen-size flat sheet
 - c. 2 pieces 20x30" pillowcases
 - d. 2 pieces' bath towels
 - e. 1-piece floor or bath mat
 - f. 1-piece shower curtain
3. Replenishment of linens and towels in the UNIT shall be done within office hours only.

F. LAUNDRY:

1. SMDC shall wash the linens and towels in the UNIT according to the package enrolled in Item III-A-3 of this Agreement.
2. One set of linens and towels include the following:
 - a. 1-piece queen-size fitted sheet
 - b. 1-piece queen-size flat sheet
 - c. 2 pieces 20x30" pillowcases
 - d. 2 pieces' bath towels
 - e. 1-piece floor or bath mat
 - f. 1-piece shower curtain
3. Retrieval of linens and towels for laundry in the UNIT shall be done within office hours only.

G. TOILETRIES REPLENISHMENT:

1. SMDC shall replenish the toiletries in the UNIT according to the package enrolled in Item III-A-3 of this Agreement.
2. One set of toiletries include the following:
 - a. 1 bottle shampoo
 - b. 1 bottle conditioner
 - c. 1-piece tooth brush
 - d. 1-piece tooth paste
 - e. 1-piece bath soap
 - f. 2 rolls toilet paper
3. Replenishment of toiletries in the UNIT shall be done within office hours only.



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H. PRE- AND POST-STAY INVENTORY:

1. UNIT OWNER shall furnish SMDC a copy of the UNIT inventory upon UNIT enrollment, duly checked and acknowledged by the SMDC staff. This inventory checklist will be used as basis for the pre- and post-stay inventory check of the guest of the UNIT OWNER. SMDC shall not be liable for any loss or damage that may have been overlooked or missed during the pre- and post-stay inventory.
2. SMDC shall have the guest sign the pre- and post-stay inventory checklist.
3. SMDC shall notify the UNIT OWNER of any loss or damage in the UNIT through email using the registered email address of the UNIT OWNER. SMDC shall bill, collect or accept payment from the guest for any damage or loss based on the STANDARD PRICE LIST in ANNEX D. It is further understood that SMDC shall bill, collect and accept payment from the guest on behalf of the UNIT OWNER and SMDC merely acts as the collection agent of the UNIT OWNER.
4. SMDC shall not be liable for guest of UNIT OWNER who will check-out without the knowledge of SMDC. It shall likewise not be liable for not being able to conduct post-stay inventory due to the guest's check-out without notice.
5. All pre- and post-stay inventory in the UNIT shall be done within office hours only.

I. CUSTOMER CONCERNS AND COMPLAINTS:

1. SMDC shall assist and coordinate any guest concerns and complaints pertaining to cleaning, linens and towels change, replenishment of toiletries, guest registration, key acceptance and return, and pre- and post-stay inventory.
2. SMDC shall advise and coordinate with the UNIT OWNER and the Property Management Office of _____ any concerns and complaints such as but not limited to:
 - a. Clogged Toilet and Shower Drain
 - b. Water Heater malfunction
 - c. Appliance and Light Fixture malfunction
 - d. Leaks
 - e. Electricity
 - f. Water
 - g. Cable and Internet
 - h. Association Dues
 - i. Other utilities
3. UNIT OWNER agrees to pay for the labor and materials needed for repair in the UNIT, when necessary and urgent.
4. SMDC shall assist UNIT OWNER and guest of UNIT OWNER within office hours only.

III. FEES UNDER DAILY LEASE SERVICES

A. SMDC shall be entitled to the following fees for the DAILY LEASE services:

1. Registration to DAILY LEASE: Php 10,000
2. Linens and Towels Pool Enrollment/Replenishment:
Cost for 1 set **Php 4,250.00**

Item	Size	Color	Pieces
Flat Sheet	Queen	White	1
Fitted Sheet	Queen	White	1
Pillowcase	20x30"	White	2
Floor or Bath Mat	20x30"	White	1
Towels	25x50"	White	2
Shower Curtain	72X72"	White	1



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3. Check-in Package:

1 Check-in Package	< 30 sqm	Php 750.00*
	> 30 sqm	Php 1,500.00*
Service Inclusions for 1 Check-In Package: 1. Key Distribution and Safekeeping 2. Guest Registration and Check-out 3. Pre- and post-stay inventory checklist 4. One-time unit cleaning upon check-out 5. One-time linens and towels change upon check-out 6. One-set of toiletries		

** inclusive of 12%VAT*

4. Admin Fees:

The UNIT OWNER shall pay the admin fees due to SMDC, the rates of which are enumerated below as a percentage of the short-term rent paid for by the guest.

Admin Fees	First Night	10% of room rate
	Succeeding Nights	5% of room rate

**Inclusive of 12% VAT*

Upon execution of the Service Agreement, the following becomes due and payable to SMDC:

1. **Registration Fee**
2. **Linens and Towels Pool Enrollment Fee**

C. In the event of discontinuation of enrollment to the SMDC DAILY LEASE Service, fees due and paid to SMDC shall be non-refundable

I hereby declare acceptance of the foregoing SMDC service.

UNIT OWNER

(Signature over printed name)



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RECOMMENDATION

Under Philippine law, leasing of real estate products is considered an income-generating business which shall require the real estate owner – lessor to register the business, pay value added tax (VAT) and file VAT tax returns and incorporate the same in the income tax return.

For buyers of real estate who are not Filipino nationals, registration with the relevant government agencies may be required before their PROPERTY will be offered to the general public for lease. These include registering for a:

- (1) Taxpayer Identification Number (TIN);
- (2) Status as a VAT taxpayer;
- (3) Issuance of VAT-registered official receipts;
- (4) Registration for a Business Permit before the pertinent local government unit;

It is likewise recommended that non-Filipino nationals to likewise procure the following for their PROPERTY:

- (1) Property insurance for furniture and other items found within the PROPERTY;
- (2) Engagement of professional for special needs and presentences, including interior designers, lawyers and legal counsels, accountant, and contractors, among others.



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ANNEX B - UNIT OWNER REGISTRATION FORM

REGISTRATION FORM

DOC.NO.: _____

PREFERRED LEASE PACKAGES:

LONG TERM

TENANCY BASIC

TENANCY PREMIUM

SHORT TERM

DAILIES

UNIT INFORMATION

NAME OF PROPERTY: _____

TOWER: _____ UNIT NO.: _____

BALCONY: Y / N _____ FLOOR AREA: _____

UNIT TYPE: _____ UNIT DRESS UP: _____

PARKING SPACE: _____

PERSONAL INFORMATION *(as indicated in the Contract to Sell, Deed of Sale, or Title)*

NAME: _____

BIRTHDAY: _____ GENDER: _____ CIVIL STATUS: _____ CITIZENSHIP: _____

CONTACT NUMBER: _____ ALTERNATE CONTACT DETAIL (Viber, Whatsapp, WeChat) _____

EMAIL ADDRESS: _____ VALID ID: _____

ADDRESS: _____

NAME OF AUTHORIZED REPRESENTATIVE (IF ANY): _____

CONTACT NUMBER: _____ EMAIL ADDRESS: _____

ACCOUNT INFORMATION *(Local Peso Bank Account Only)*

BANK NAME: _____ BRANCH/ ADDRESS: _____

ACCOUNT NAME: _____

ACCOUNT NUMBER: _____

CHECK PAYEE _____

I/We hereby allow SMDC to deduct telegraphic transfer charges as well as foreign currency difference, as the case applies

REQUIREMENTS:

Lessor Information Sheet Gov't Valid ID Notarized SPA Form, Gov't Valid ID

Service Agreement CCT Unit Acceptance Form Unit Keys: _____ Main door _____ Bedroom _____ Mailbox _____ Balcony

Proof of Enrollment Payment

To be sent in our office: 15/F Tower A Two E-Com Center Building, Palm Coast Ave., Mall of Asia Complex, Pasay City.

I/We hereby acknowledge that the Bank Account Name/Details provided above will be the sole beneficiary of the rental revenues, until formally instructed by me/us in writing.

I hereby agree that upon signing this registration form, I am voluntarily and lawfully enrolling my condo unit to SMDC Good Stays.

SIGNATURE OVER PRINTED NAME

DATE



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ANNEX B1 – ENROLLMENT PACKAGES

Package Name	Long-Term Basic Package	Long-Term Premium Package	Daily Lease Enrollment Package
Services	Tenant Search Key Safekeeping Notarization of Contracts Unit inspection & Monitoring	Tenant Search Key Safekeeping Notarization of Contracts Unit inspection & Monitoring RPT Payment Assistance Insurance Application Assistance Unit General Cleaning Unit Disinfection Grease Trap Cleaning Air Condition Cleaning Pest Control	Tenant Search Key Safekeeping Unit inspection & Monitoring Unit General Cleaning Air Condition Cleaning Pest Control Unit Toiletries and Linens provision Dues and Utility Bills Monitoring
Suggested Price	1,500	8,000	10,000



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ANNEX C - INVENTORY OF ITEMS & KEY TRANSMITTAL

Property _____

Unit Number _____ Tower _____ Floor Area _____ Unit Type _____

NO.	ITEM	QTY	DESCRIPTION	REMARKS
	Bedroom			
1	AC Unit			
2	Bed with Mattress			
3	Pillow			
4	Shades, Blinds, Curtains			
5	Wardrobe Cabinet			
6	Hangers			
	Living Room			
7	Living Room Set			
8	Painting/Photo Frame			
9	TV			
	Dining Room			
10	Dining Table			
11	Chair			
	Dining Utensils			
12	Plate			
13	Bowl			
14	Spoon			
15	Fork			
16	Table Knife			
17	Teaspoon			
18	Cup/Mug			
19	Saucer			
20	Drinking Glass			
21	Placemat			
	Kitchen			
22	Microwave			
23	Refrigerator			
24	Cooktop with Range Hood			
25	Kettle			
26	Rice Cooker			
	Kitchen Utensils			
27	Frying Pan			
28	Sauce Pan			
29	Kitchen Knife			
30	Chopping Board			
31	Ladle			
32	Turner			
33	Tongs			
	Bathroom			
34	Water Heater			
35	Exhaust Fan			
36	Vanity Mirror			

I/We hereby undertake that all information above is true and correct.

Acknowledged and Checked By:

Name and Signature of UNIT OWNER /Date

Name and Signature of SMDC Staff /Date

**SMDC GOOD STAYS****ANNEX D – STANDARD PRICE LIST FOR LOST /DAMAGED ITEMS**

NO.	ITEM	QTY	UNIT	COST	REMARKS
	Bedroom				
1	AC Unit	1	Lot		*to be referred to Unit Owner
2	Bed with Mattress	1	Lot		*to be referred to Unit Owner
3	Pillow	1	Piece	400	
4	Shades, Blinds, Curtains	1	Lot	3,000	
5	Wardrobe Cabinet	1	Lot		*to be referred to Unit Owner
6	Hangers	1	Piece	100	
	Living Room				
7	Living Room Set	1	Lot		*to be referred to Unit Owner
8	Painting/Photo Frame	1	Piece	1,000	
9	TV	1	Piece		*to be referred to Unit Owner
	Dining Room				
10	Dining Table	1	Lot		*to be referred to Unit Owner
11	Chair	1	Piece	3,000	
	Dining Utensils				
12	Plate	1	Piece	300	
13	Bowl	1	Piece	300	
14	Spoon	1	Piece	150	
15	Fork	1	Piece	150	
16	Table Knife	1	Piece	150	
17	Teaspoon	1	Piece	150	
18	Cup/Mug	1	Piece	100	
19	Saucer	1	Piece	150	
20	Drinking Glass	1	Piece	100	
21	Placemat	1	Piece	100	
	Kitchen				
22	Microwave	1	Piece	3,000	
23	Refrigerator	1	Unit		*to be referred to Unit Owner
24	Cooktop with Range Hood	1	Lot		*to be referred to Unit Owner
25	Kettle	1	Piece	1,500	
26	Rice Cooker	1	Piece	1,000	
	Kitchen Utensils				
27	Frying Pan	1	Piece	1,500	
28	Sauce Pan	1	Piece	1,500	
29	Kitchen Knife	1	Piece	500	
30	Chopping Board	1	Piece	500	
31	Ladle	1	Piece	300	
32	Turner	1	Piece	300	
33	Tongs	1	Piece	300	
	Bathroom				
34	Water Heater	1	Lot		*to be referred to Unit Owner
35	Exhaust Fan	1	Lot	3,000	
36	Vanity Mirror	1	Piece	3,000	

For costs beyond P3,000, the Unit Owner/AIF will be informed for his or her discretion.

UNIT OWNER

Name and Signature of UNIT OWNER /Date