



TERRAZAS DE PUNTA FUEGO VILLAGE HOMEOWNERS' ASSOCIATION, INC.

TPFVHAI LONG TERM LEASE GUIDELINES

(as of October 2020)

APPLICATION PROCESS:

1. Association Member shall submit an application letter for a potential lessee which must include the duly accomplished Terrazas Village Information Sheet for the potential lessee and all family members who will be residing in the house, with copies of all their valid government IDs and visas, if applicable.
2. The Board shall approve/disapprove the application within seven (7) business days from submission of the application to the Village Office, or at the Board's discretion, require the potential lessee to schedule an interview with the members of the Board.
3. If approved, the Association Member shall submit all the required documents provided below at least seven (7) business days prior to move-in date of the lessee. The lessee will not be allowed to move-in if there are any lacking documentary requirements.
4. The Association, through the OIC/Village Manager, shall issue the Move-in Contract/Gate Pass to the lessee upon receipt of complete documentary requirements and verification, and payment of all fees.

DOCUMENTARY REQUIREMENTS:

1. Terrazas Village Information Sheet - for Lessee and Lessee's immediate family
2. Copies of valid government IDs of Lessee and Lessee's immediate family
3. If Lessee is a foreigner, copies of passports and valid visas
4. If company – rented, copy of SEC/DTI registration
5. Endorsement Letter from Homeowner/ Lessor, with Deed of Assignment (DOA provided by TPFVHAI)
6. Following approval: Duly notarized Contract of Lease (rental amount may be blocked out if necessary)
7. Move-In Contract/Gate Pass (to be provided by TPFVHAI), upon completion of all requirements

FEES

1. Assignment Fee of Php 10,000.00
2. Lease Bond - Php 100,000.00 per address
 - a. Lease Bond shall be returned at the end of the lease period, or upon move-out of the lessee, less any penalties, damages or other violations during the lease period.
 - b. Cash or check is accepted with payee name: TERRAZAS DE PUNTA FUEGO VILLAGE HOMEOWNERS ASSOCIATION INC. OR TPFVHAI

Main Office: Brgy. Natipuan, Nasugbu, Batangas

Cellphone No. (0998) 554-9951; (0917) 891-7135

Email address: terrazasdepuntafuegovhai@gmail.com or terrazas.billingandcollection@gmail.com