



MOMENTUM
PROPERTIES MANAGEMENT CORPORATION
LEASING DEPARTMENT
FREQUENTLY ASKED QUESTIONS

ON ENROLLMENT OF UNIT INTO LEASING POOL

1. I have a unit in one of your projects, can I have it leased out?

Yes. As an owner of the unit, you may lease these units out. You can do this directly between you and the tenant, or through a leasing broker.

2. I have a unit in one of your projects, is it possible to enroll my unit into your rental pool?

Yes. You may hire our leasing department to be your leasing broker for your purchased unit. Our leasing department will be able to assist you in leasing out your unit after the unit is formally turned over to you. You may need to show proof that the unit has been truly turned over to you.

3. What is the current leasing practice? In terms of rate?

DESCRIPTION	RESIDENTIAL	PARKING
Condominium Dues	Inclusive in the monthly rental rate	
Security Deposit	2 months	1 month
Advance Rent* <i>*applied on the 1st and last month of the lease</i>	2 months	2 months
Payment Terms	Security Deposit and Advance Rent to be covered by a dated check or cash For the rent throughout the lease term, tenant to issue post-dated checks for the duration of the lease term. All rental and security deposit checks will be made payable in favor of the lessor	
Other Covenants	Tenants must adhere to the building's house rules	

Additionally, here is a quick definition of the different types of units (bare, semi furnished, fully furnished) as dictated by the market

TERM	DEFINITION
Bare	In the same condition as accepted from the developer
Semi Furnished	With Air Conditioning Unit, Bed/s, Refrigerator, Single Point Wall Mounted Water Heater in the Bathroom or a Multipoint Water Heater
Fully Furnished	With Air Conditioning Unit, Bed/s, Refrigerator, Single Point Wall Mounted Water Heater in the Bathroom or a Multipoint Water Heater, Living and Dining Room Sets, Television Set, Microwave, Counter top burner, Range Hood, Vanity Mirror in the Bathroom, fully functional utensils / plates, etc., linens
Nice to have	Monthly cable and internet subscription (inclusive in monthly rental amount) & washing machine



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4. What is the commission structure to your department?

Please note that the rates are VAT inclusive and inclusive of monthly association dues.

TERM	1 – 2 months	3 – 11 months	12 months	> 1 year
COMMISSION <i>Payable to the leasing department immediately when the lessor and lessee come into an agreement with each other and payments are duly exchanged from lessee to lessor</i>	10% of monthly rent	Monthly Rent ÷ 12 x # of months	1 month	1.5 months

5. What are the requirements for me to place my unit with your rental pool?

Here are the requirements for your unit to be enrolled in our rental pool?

- a. Proof that the unit has been turned over to you
- b. Complete and signed Unit Owner Registration Form
- c. Complete and signed Authority to Lease document
- d. Government Issued IDs
- e. Complete and signed Key Transmittal Form
- f. Complete and signed Inventory Checklist Form
- g. If lessor has an assigned Attorney in Fact, a copy of a notarized or consularized Special Power of Attorney must be submitted to the leasing department

6. What is the process on any potential tenant?

When there is a potential tenant, here is the process:

- a. The leasing team will talk to the potential tenant and find out their unit requirements, questions that are asked are:
 - i. Full name
 - ii. Cellular phone number
 - iii. What is the reason for renting?
 - iv. What is the floor preference (Low floors, Mid floors, High floors)
 - v. What is the view preference (North, South, East, West)
 - vi. What kind of unit would he/she like? (Bare, semi furnished, fully furnished)
 - vii. What type of unit would he/she need? (One bedroom, two bedroom)
 - viii. When does he/she need the unit?
 - ix. How long will he/she rent?
 - x. What are the mandatory items that he/she will need inside the unit (if fully furnished)
 - xi. Is parking mandatory?
 - xii. What is the monthly budget? Inclusive of association dues?
 - xiii. When are their free days and times for viewing of the unit?
 - xiv. What is their parking floor preference (example: basement 1, 2, podium 1, 2 etc.)?
 - xv. What kind of car will park in the parking slot (some slots may be suited for small vehicles only)?



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- xvi. Any other requirements/special requests from the potential tenant?
- b. After the above are asked, the leasing team member checks the inventory to see how many unit/(s) fit the potential tenant's requirement, to create a short list
- c. The unit viewing proper occurs
- d. The leasing team member negotiates to both potential tenant and unit owner and finds a win-win scenario in terms of rental rates and terms
- e. Once both potential tenant and unit owner verbally agree on the terms and conditions, the leasing team member will then draft the lease contract
- f. This lease contract is then sent to the unit owner for final approval prior to sending to the potential tenant
- g. Once both unit owner and potential tenant agree on the lease contract, a contract signing date is scheduled by the leasing team member
- h. At the contract signing date here is what occurs:
 - i. Lease contract is signed by both parties
 - ii. All payments are surrendered by the potential tenant to the unit owner
 - iii. Unit owner briefs the potential tenant on the residential building's house rules and regulations
 - iv. Any and all admin forms are completed
 - v. Unit inspection & building tour
 - vi. Turn-over of keys to the tenant

7. I am not in the Philippines, how can I join the viewing proper?

You may appoint an attorney-in-fact to act on your behalf. This may be done through a **notarized or consularized** Special Power of Attorney. A copy of which must be sent to the leasing department.

8. Can your leasing department, as the leasing broker collect the rent on behalf of the lessor and deposit it to the account of the lessor?

It would still be strongly suggested that all payments be directly forwarded from the lessee to the lessor or from the lessee to the attorney-in-fact of the lessor.

9. I am not in the Philippines, how can I sign the Lease Contract?

You may appoint an attorney-in-fact to act on your behalf. This may be done through a **notarized or consularized** Special Power of Attorney. A copy of which must be sent to the leasing department.

10. How does your leasing department market the units for lease?

Aside from the professional network of the leasing department we also implore the power of the internet through different property sites.

11. Can I have a sample copy of a Lease Contract and/or Special Power of Attorney?

Yes, you may send your request to leasing@anchorland.com.ph.



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12. Does your leasing department need to inspect the unit prior to placing it in the rental pool and finding a potential tenant?

Yes, prior to formal turnover of the unit from you to the leasing department, an inspection will be done in order to ensure:

- a. Completeness of the items inside the unit
- b. Correct functionality of all fixtures inside the unit
- c. In addition, please provide pictures of your unit with the following specifications:
 - i. A maximum of 10 pictures
 - ii. These pictures must capture all aspects of the unit
 - iii. These pictures must be in .jpg format
 - iv. Each picture should not be more than 300kb each (for a total of 3mb for the 10 pictures)

13. What is the best way to contact your department?

Please find the enclosed contact information:

Email Address : leasing@anchorland.com.ph
Office Phone Number : +6329887963 local 409
Website : www.anchorland.com.ph