

Property Address (Area and Villa No.): \_\_\_\_\_

**INFORMATION ABOUT THE TENANT – PERSONAL DATA:**

Names: \_\_\_\_\_ Last names: \_\_\_\_\_

Identification:  Personal ID:  Passport No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Civil Status:  Single  Married  Divorced  Widowed Country of Birth: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Tel. Phone No.: \_\_\_\_\_ Cell Phone No.: \_\_\_\_\_

*Check the box below if you want a pass to be issued*

**TENANT'S EMPLOYMENT INFORMATION:**

Career: \_\_\_\_\_ Job: \_\_\_\_\_ Country where you Work: \_\_\_\_\_

Private Employee; Company's \_\_\_\_\_  Public Employee; Entity: \_\_\_\_\_

Independent Professional:  Retired:  Other; Indicate: \_\_\_\_\_

Workplace Address: \_\_\_\_\_

City or Town: \_\_\_\_\_ Province: \_\_\_\_\_ Office Phone No: \_\_\_\_\_

**TENANT'S SPOUSE DATA (if applicable):**

Names: \_\_\_\_\_ Last Names: \_\_\_\_\_

Identification:  Personal ID Card  Passport No.: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Country of Residence: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cel. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*Check the box below if you want a pass to be issued*

**TENANT'S CHILD DATA (if applicable):**

Names: \_\_\_\_\_ Last Names: \_\_\_\_\_

Adult  Minor Identification:  Personal ID Card  Passport No.: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

*Check the box below if you want a pass to be issued*

**TENANT'S CHILD DATA (if applicable):**

Names: \_\_\_\_\_ Last Names: \_\_\_\_\_

Adult  Minor Identification:  Personal ID Card  Passport No: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

*Check the box below if you want a pass to be issued*

**TENANT'S CHILD DATA (if applicable):**

Names: \_\_\_\_\_ Last Names: \_\_\_\_\_

Adult  Minor Identification:  Personal ID Card  Passport No: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

*Check the box below if you want a pass to be issued*

**PROPERTY OWNER'S DATA:**

Name / Business Name: \_\_\_\_\_

Tax Identification Number (RNC or other): \_\_\_\_\_ Commercial Registry No or other: \_\_\_\_\_

Legal Office Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Country: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Tel. No. (2): \_\_\_\_\_ E-Mail: \_\_\_\_\_

Tenant's Full Name: (a person living in the property): \_\_\_\_\_

Identification:  Personal ID Card  Passport No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Position: \_\_\_\_\_ Cel. Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

The applicants declare that all information completed in this form are true and authorize COSTASUR DOMINICANA, S.A. to verify, by any means, the veracity of the same. By signing this form, we formally discharge COSTASUR DOMINICANA, S.A. for any disclosure of the information provided in this form, including personal data, to the corresponding authorities.

Costasur is not responsible for the damages that the person registered as Tenant may cause. Likewise, the owner assumes jointly with the Tenant the responsibility to repair any damage caused, within the Tourist Complex.

Costasur reserves the right of registration and admission under objective criteria without the need to disseminate reasons.

The tenant passes are non-transferable and have a cost of RD\$2,360.00 pesos that will be automatically charged to the property's account. The tenant passes are valid for a maximum period of 1 year and must never exceed the duration of the contract.

Pass Cancellation:

**REGISTRATION REQUEST**  
**TENANT: NATURAL PERSON / OWNER: LEGAL PERSON**

- a. Tenant Passes may be canceled at the request of the tenant via email addressed to Legal and Administrative Procedures.
- b. Tenant Passes may be canceled at the request of the owner via email addressed to Legal and Administrative Procedures presenting confirmation that the tenant does not live in the property or proof of the termination of the rental contract.

**Suspension of Residential Services:**

- a. Residential Services will not be suspended while the property is in force with a valid Rental Contract registered in Costasur Dominicana, except by mutual agreement between the parties.

---

*Owner's Signature and Seal*

---

*Tenant's Signature*

---

*Date (DD/MM/YYYY)*

---

*Date (DD/MM/YYYY)*

**Note: The information field about the tenant and owner of the property of this form must be completed, signed and stamped by: Legal Representative, Authority with Signature or Legal Representative of the Commercial Companies.**

**REQUIRED DOCUMENTATION:**

- Copy of a Valid Identification Document pertaining to the Tenant
- Copy of a Valid Identification Document pertaining to the Tenant's Spouse (if applicable)
- Copy of a Valid Identification Document pertaining to the Tenant's Children (if they are adult) and (if applicable)
- Certification of proof of relationship (birth / marriage certificate) (if applicable)
- Minutes of the Assembly representing the Property Owner
- Valid Commercial Registry of the Property Owner
- Valid identification of the legal representative of the Property Owner
- 2x2 photo for each issued pass

**To be completed by COSTASUR DOMINICANA, S. A.**

Comments / Observations: \_\_\_\_\_

**SEEN BY:**

---

**ADMINISTRATION FOR COSTASUR DOMINICANA, S. A.**

---

**ACCESS CONTROL DEPARTMENT**

---

**ADMINISTRATION FOR CENTRAL ROMANA**