

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

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

Name (s): \_\_\_\_\_ Last name (s): \_\_\_\_\_

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

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

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

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

Check if you want a pass to be issued:

**TENANT'S EMPLOYMENT INFORMATION:**

Career: \_\_\_\_\_ Job: \_\_\_\_\_ Office Phone No.: \_\_\_\_\_

Private Employee; Company's name: \_\_\_\_\_

Public Employee; Entity's name: \_\_\_\_\_

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

City or town: \_\_\_\_\_ Province: \_\_\_\_\_ Country: \_\_\_\_\_

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

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

Name (s): \_\_\_\_\_ Last Name (s): \_\_\_\_\_

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

Country of residence: \_\_\_\_\_ Home Phone No.: \_\_\_\_\_ Cell. Phone No.: \_\_\_\_\_

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

Check if you want a pass to be issued

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

Name (s): \_\_\_\_\_ Last Name (s): \_\_\_\_\_

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

County of Birth: \_\_\_\_\_ Country of residence: \_\_\_\_\_

Check if you want a pass to be issued

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

Name (s): \_\_\_\_\_ Last Name (s): \_\_\_\_\_

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

County of Birth: \_\_\_\_\_ Country of residence: \_\_\_\_\_

Check if you want a pass to be issued

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

Name (s): \_\_\_\_\_ Last Name (s): \_\_\_\_\_

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

County of Birth: \_\_\_\_\_ Country of residence: \_\_\_\_\_

Check 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: \_\_\_\_\_

Office Tel. No. \_\_\_\_\_ E-Mail: \_\_\_\_\_

CEO`s Full Name: \_\_\_\_\_

Identification:  Personal ID Card  Passport No.: \_\_\_\_\_ Cell. Phone No.: \_\_\_\_\_

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 that will be charged to the property`s account. The tenant passes are valid for a maximum period of one year and must never exceed the duration of the rental agreement.
- The Tenant Registration Procedure is a service for the owner with a cost of USD\$150.00, which can be paid by bank transfer to Costasur Dominicana, S. A. or in the Cashier Area.

**Pass Cancellation:**

- Tenant Passes may be canceled at the request of the tenant via email addressed to Legal and Administrative Procedures.
- 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 termination of the rental agreement.

\_\_\_\_\_  
**Owner`s Signature and Seal**

\_\_\_\_\_  
**Tenant`s Signature**

\_\_\_\_\_  
**Date (DD/MM/YYYY)**

\_\_\_\_\_  
**Date (DD/MM/YYYY)**

**REQUIRED DOCUMENTATION**

- Copy of a Valid Identification Document pertaining to the Tenant
- Copy of a Valid Identification Document pertaining to the Tenant`s Spouse and Children (if applicable)
- Costasur reserves the right to request proof of relationship of spouse and children such as Birth or Marriage Certificate
- Copy of the notarized rental agreement (greater than or equal to three months)
- Valid Commercial Registry of the Property Owner and the identification of the representative
- Copy of the notarized power of attorney or Minutes of the Assembly registered in the Chamber of Commerce that authorizes the contracting party (if the person signing is a proxy).
- 2x2 photo for each requested pass
- Costasur reserves the right to request additional documentation.

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

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

**SEEN BY:**

\_\_\_\_\_  
**COSTASUR DOMINICANA ADMINISTRATION**

\_\_\_\_\_  
**ACCREDITATION DEPARTMENT**

\_\_\_\_\_  
**CENTRAL ROMANA ADMINISTRATION**