



**University of the Philippines  
OPEN UNIVERSITY  
Academic Residences**

**Long-Term Residential Lease Application  
(UPOU Employees / COS / UPOU Students)**

APPLICANT'S NAME: \_\_\_\_\_

DURATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

STATUS OF APPOINTMENT /  
CLASSIFICATION:

- ☐ Permanent ☐ U.P. Contractual  
☐ Contract of Service (COS) ☐ UPOU Student

CONTACT No.: \_\_\_\_\_

UNIT / OFFICE / FACULTY OF STUDY: \_\_\_\_\_

CONTRACT DURATION OF APPOINTMENT (For U.P. Contractual and COS only) \_\_\_\_\_

TERM (AY/Term) (For UPOU Students only): \_\_\_\_\_

CO-APPLICANT'S NAME (IF APPLICABLE): \_\_\_\_\_

PURPOSE OF STAY: \_\_\_\_\_

TYPE OF ROOM / SG	RATE / ROOM	MARK YOUR CHOICE WITH [ ✓ ]
<b>Single Room (Air-Conditioned) - Maximum of 2 pax</b>		
SG 1-6 / UPOU Student	₱6,000.00	<input type="checkbox"/>
SG 7-11	₱7,000.00	<input type="checkbox"/>
SG 12-18	₱8,000.00	<input type="checkbox"/>
SG 19 and above	₱9,000.00	<input type="checkbox"/>
<b>Conjoint Room (Air-Conditioned) - Maximum of 4 pax</b>		
SG 1-6 / UPOU Student	₱12,000.00	<input type="checkbox"/>
SG 7-11	₱14,000.00	<input type="checkbox"/>
SG 12-18	₱16,000.00	<input type="checkbox"/>
SG 19 and above	₱18,000.00	<input type="checkbox"/>

TYPE OF ROOM / SG	RATE / ROOM	MARK YOUR CHOICE WITH [ ✓ ]
<b>Single Room (Non-Air-Conditioned) - Maximum of 2 pax</b>		
SG 1-6 / UPOU Student	₱3,500.00	<input type="checkbox"/>
SG 7-11	₱4,500.00	<input type="checkbox"/>
SG 12-18	₱5,500.00	<input type="checkbox"/>
SG 19 and above	₱6,500.00	<input type="checkbox"/>
<b>Conjoint Room (Non-Air-Conditioned) - Maximum of 4 pax</b>		
SG 1-6 / UPOU Student	₱7,000.00	<input type="checkbox"/>
SG 7-11	₱9,000.00	<input type="checkbox"/>
SG 12-18	₱11,000.00	<input type="checkbox"/>
SG 19 and above	₱13,000.00	<input type="checkbox"/>

**PAYMENT SCHEME:**

- ☐ ADVANCE CASH PAYMENT FOR THE LEASE PERIOD (Payment should be done prior to check-in) OR # \_\_\_\_\_  
☐ AUTHORIZATION FOR VOLUNTARY PAYROLL DEDUCTION (UPOU Staff)  
☐ CREDIT CARD PAYMENT FOR THE LEASE PERIOD

I hereby authorize UP Open University Accounting Office to deduct from my salary the amount of Php \_\_\_\_\_ as my monthly payment for the rental of Room No \_\_\_\_\_ for the period \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Certified that the monthly fee for Php \_\_\_\_\_ can be accommodated by the monthly net take home pay of the applicant as required by the current year's GAA provision.

**JOHN BENVERS A. MALABANAN** \_\_\_\_\_  
Chief Accountant Date

Room Assigned:

Room Availability Verified by:

Approved by:

**DARILENE A. DATUL** \_\_\_\_\_  
Academic Residences Manager Date

**VICTORIA T. CANAPE-BELEGAL** \_\_\_\_\_  
Chief Administrative Officer, CDMO Date

### **Terms and Conditions**

- a. UPOU shall not be answerable for any loss or damage to any of the guests' and tenant's properties while in the UPOU AR premises or any damages to the vehicle of the guests and tenants parked at the designated parking area;
- b. Damages to the room facilities or any part of the facilities will be charged to the guests and tenants to cover actual costs of repair and/or replacement;
- c. Bringing non-residents/non-occupants to sleep in the room is strictly prohibited unless authorized and approved by the CDMO;
- d. Guests and tenants shall not hold the UPOU liable for any untoward incidents that may arise during their stay;
- e. The University reserves the right to adjust the rates and its implementing guidelines as necessary; and
- f. All other pertinent rules, regulations, local government ordinances, and laws shall be observed.

### **Grounds for Cancellation or Termination of Lease**

- a. Failure to pay the rental fees; and
- b. Committing any acts listed under ""Prohibited Acts in the UPOU Academic Residences"" to an extent that endangers other guests and/or tenants and/or is deemed by the University officials as necessitating cancellation of the lease. In this case, the guest or tenant may be required to leave the premises immediately.

### **Prohibited Acts in the UPOU Academic Residences**

- a. Carrying of deadly weapons such as firearms, guns, swords, or other weapons, explosives, volatile oils, or other items that are flammable or easily ignited that can be used for heating or cooking in the rooms, corridors and other common areas and other items deemed a threat to the safety of other guests;
- b. Drinking of alcoholic beverages;
- c. Possession and use of prohibited drugs or chemical;
- d. Smoking and vaping within the AR premises;
- e. Stealing
- f. Gambling;
- g. Misbehavior such as fighting, gross and deliberate negligence;
- h. Lack of respect to co-residents and residence staff;
- i. Assault, injury, threats, extortion, fraud, obstruction of business, unreasonable demands through intimidation, and any similar acts are prohibited;
- j. Shouting, singing (including the use of videoke except at the roof deck), acting in a way that causes a commotion or otherwise poses a nuisance or causes discomfort to other guests.
- k. Any other form of misconduct;
- l. Use of rooms for purposes other than lodging;
- m. Unauthorized modifications that will leave permanent marks (e.g ., using nails, screws and adhesives on the and/or causing damages to any part of the lodging facilities;
- n. Causing serious damage in any part of the facilities including:
  - Tampering with electrical and water outlets including illegal connections; and
  - Breaking or vandalizing any part of the facilities
- o. Change or modify the current state of appliances within the UPOU AR or rooms without permission;
- p. Moving of equipment or fixtures within the AR premises or rooms from their designated locations without reason;
- q. Bringing the following into the AR premises:
  - Dogs (excluding assistance dogs for the disabled), cats, birds, and other animals, or pets in general
  - Items that emit a foul or strong odor
  - Excessively heavy objects or an excessive amount of objects
- r. Sell goods, or conduct business; and
- s. Photography or filming for business purposes and that may pose discomfort to other guests/tenants

Conforme

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