



138 Student Living
Mona Campus
SHORT TERM RENTAL

Form must be completed and submitted by email to: info@138studentliving.com

(A Picture ID is required)

Section A

ID	Faculty/Group:	
Last Name:	First Name:	Middle Name:
Email Address:	Telephone No:	
Nationality:	Gender:	

Section B – Emergency Contact

Name: _____ Relationship: _____

Telephone #: _____

Email Address: _____

Section C

1. Period of Stay: Start Date..... Departure Date.....
2. Facilities Required

<input type="radio"/> Linen & Towels	<input type="radio"/> Housekeeping
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3. Meal Plan

<input type="radio"/> Yes	<input type="radio"/> No
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Section D

Please note the following:

1. A refundable Security Deposit of US\$100 payable by cash or credit card is required on check-in
2. Payments made are non-refundable if cancellation of the booking is made 48 hours or less of the scheduled arrival date.

Signature _____ Date _____

FOR OFFICE USE ONLY		
Payment Received: US/JM\$.....	Date.....	Method of Payment.....
Move Out Date Recorded:		

Lalor Block

Particulars:	Room: Check Furniture	(Y)	(N)	Date Check In	Date Check out	Comments
Name:	Bed					
Institution:	Desk					
Address:	Chair					
Contact#	chest					
	Bed linen					
	Flat Sheet					
	Fitted Sheet					
	Pillow Case					
	Pillow					
	Kitchen Check					
	Microwave					
	Refrigerator					
	Stove					
	Utensil (
	Kettle/ Coffee Pot					
	Place Mats					
	cups					
	Plates					
	spoons					
	Bathroom Check					
	Bath Towels					
	Hand Towels					
	Wash Rag					
	shower Curtain					
	Tissue					
	Soap					
	Living/Dining area					
	Fans					
	sofa					
	Chairs					
	Coffee Table					
	Wall Hang					
	Clock					
	Miscellaneous					
	Bottle Water					
Checked BY:						
Date:						
Signature:						