

Required Documents

Applicant (Contract Holder)

- Residence Card (front and back photos)
 - 1. Student ID Card (for students only / front and back photos)
 - 2. Passport photo page
 - 3. Letter of Acceptance (for students continuing to higher education)
 - 4. Job Offer Letter (for employment purposes)
 - 5. Facial photo
 - 6. Current address (including postal code)
 - 7. Phone number
 - 8. Email address
 - 9. Reason for moving
 - 10. Bank account information (please also advise whether you use a seal or signature)
 - 11. Employer/company name
 - 12. Employer/company address (including postal code)
 - 13. Employer/company phone number
 - 14. Length of employment
 - 15. Monthly income / Annual income
 - 16. Proof of income (salary slips, tax certificate, etc.)
 - 17. Certificate of Eligibility (for overseas screening)
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Additional Occupants (if anyone other than the applicant will live in the property)

1. Residence Card (front and back photos)
 2. Student ID Card (for students only / front and back photos)
 3. Phone number
 4. Certificate of Eligibility (for overseas screening)
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Emergency Contact

1. Residence Card (front and back photos)
 2. Address (including postal code)
 3. Phone number
 4. Date of birth
 5. Relationship with the applicant
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Joint Guarantor (if required for the contract)

1. Residence Card (front and back photos)

2. Address (including postal code)
 3. Phone number
 4. Employer/company name
 5. Employer/company address (including postal code)
 6. Employer/company phone number
 7. Length of employment
 8. Monthly income / Annual income
 9. Relationship with the applicant
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Family Contact in Home Country

1. Full name
2. Address
3. Relationship
4. Phone number
5. Date of birth