LEASE APPLICATION FORM



Application Date://	Tracking No:	
APPLICA	NT PROFILE	
Applicant:	Authorized Representative:	
Name of Applicant	Name of Applicant	
Position/Designation	Position/Designation	
Signature	Signature	
Company Name:		
Company Address:	Company Address:	
Main Office:	Main Office:	
Billing Address:	Billing Address:	
Fax Number:	SEC/DTI Registration Number:	
Email Address:	Business Permit Number:	
Company Tax Identification Number:	Effectivity of Business Permit:	
Business Type		
Single Proprietorship	Corporation Cooperative Others	
Nature of Business:		
LEASE PROFILE		
New	Renewal	
Property to be Leased:	Building Others	
Location of Property: Port of	Intended Use:	
Facilities to be put-up (for Medium or Long-Term Lease):		
Land:	Building/Improvements:	
Block No.:	Block No.:	
Lot No.:	Lot No.:	
Area Size:	Area Size:	
Rental Rate/sq.m.:	Rental Rate/sq.m.:	
DOCUMENTARY CHECKLIST		
Short-Term Lease (see attached checklist)		
Medium and Long-Term Lease (see attached checklist)		
VALIDATION FO	OR PPA USE ONLY	
Filing Fee:	Recommending Approval:	
O.R. No.:	Terminal Supervisor	
Date of Receipt:	PSD Manager	
Lessee Code:	Finance Manager	
Lessee Type:	Others	
Reviewed/Evaluated	Approved	
Business Development Marketing Officer	Port Manager	
Business Bevelopment marketing Onicer		

DOCUMENTARY REQUIREMENTS (New Application)	HILIPPINE	
SHORT-TERM LEASE		
1. Duly filled-out Lease Application Form with Customer Registration Form (CRF) w brief indicating the terms of lease such as description of the proposed use, rental rat area to be leased		
2. Duly notarized Omnibus Undertaking (Sworn Statement)		
3. Licenses, Accreditation or additional permits specifically required for the business of the proponent	operations	
4. Vicinity/Location Map		
5. Secretary's Certificate (for corporation/partnership/cooperative)		
6. Authorization Letter (For Single Proprietor)		
MEDIUM AND LONG-TERM LEASE		
1. Duly filled-out Lease Application Form with Customer Registration Form (CRF) w brief indicating the terms of lease such as description of the proposed use, rental rat area to be leased		
2. Duly notarized Omnibus Undertaking (Sworn Statement)		
3. Secretary's Certificate (for corporation/partnership/cooperative)		
4. Authorization Letter (For Single Proprietor)		
5. Legal Requirements		
Certified True Copy of SEC/DTI/CDA Registration, whichever is applicable		
Licenses, Accreditation or additional permits specifically required for the operations of the proponent.	business	
6. Financial Requirements		
Proof of financial capability to conduct and sustain the business;		
Proof of Financial and managerial capacity of applicant for the business/servestablished which shall include detailed specifications/requirements of the properties of the		
Summary of projected income, costs and earnings for the first five years of the of the proposed project	operation	
7. Technical Requirements		
Business Plan/Project Brief indicating the proposed improvements/developm introduced in the area, terms of lease (i.e. duration of lease, rental rates, etc.) project cost and timeline of the proposed development, among others		
Architectural Plan/Land Use Plan		
Proof of experience and expertise in conducting the proposed business		
Other related inputs such as physical description and/or land use plan of the terminal, port traffic statistics and other data relevant and necessary for the biddi		
All other documents as may be reasonably required by the Authority during the process or through the Terms of Reference to prove the legal capacity of the pro		

DOCUMENTARY REQUIREMENTS (Renewal Application)		
MEDIUM AND LONG-TERM LEASE		
1. Duly filled-out Lease Application Form with Customer Registration Form (CRF) with project brief indicating the terms of lease such as description of the proposed use, rental rate, specific area to be leased		
2. Duly notarized Omnibus Undertaking (Sworn Statement)		
3. Secretary's Certificate/Affidavit Authorizing Representative to enter into contract with the Authority (for corporation/partnership/ cooperative)		
4. Authorization Letter (for single proprietor)		
5. Legal Requirements		
Certified True Copy of SEC/DTI/CDA Registration, whichever is applicable		
Proof of compliance in payment of Taxes due to the government		
Tax Clearance from the BIR that the Applicant has no outstanding tax obligation with the government		
Licenses, Accreditation or additional permits specifically required for the business operations of the proponent.		
6. Financial Requirements		
Proof of financial capability to sustain the business;		
Proof of Financial and managerial capacity of lessee for the business/service to be established which shall include detailed specifications/requirements of the project for capitalization, area manpower, equipment, technical knowhow		
Summary of projected income, costs and earnings for the first five years of the operation of the proposed project		
7. Technical Requirements		
Business Plan/Project Brief indicating the proposed improvements/development to be introduced in the area, terms of lease (i.e. duration of lease, rental rates, etc.) estimated project cost and timeline of the proposed development, among others		
Architectural Plan/Land Use Plan		
Proof of experience and expertise in conducting the proposed business		
Other related inputs such as physical description and/or land use plan of the port or terminal, port traffic statistics and other data relevant and necessary for the bidding		
All other documents as may be reasonably required by the Authority during the selection process or through the Terms of Reference to prove the legal capacity of the proponent		