32. Processing of Request for Refund of Rental Deposit

This provides the detailed procedures in the processing of requests for refund of rental deposit which are required by PPA from all PPA lessees. The rental deposits are collected from lessees which are held in trust as safeguard for possible damages resulting from violation/s of any provision of the lease contract.

Office/Division:	Commercial Services Department-Real Estate Management Division
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen
Who may avail:	Lessees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Letter-request of the lessee for refund addressed to the concerned Port Manager.	Lessee
2. Certification of No Outstanding Account and Unutilized Amount of Rental Deposit issued by the PMO Finance Division	Port Management Office-Finance Services Division
3. Duly authenticated copy of Lease Contract issued by the Authority	PMO Concerned/Lessee
4. Other supporting documents that may be required during the evaluation of the request. e.g ➢ Duly Notarized Affidavit of Loss in case of lost Official Receipt (OR) covering payment of Rental Deposit ➢ Certificate of No Outstanding Account ➢ Duly verified/authenticated copy of PPA issued OR. ➢ Schedule of Rental Deposit Refund ➢ Summary of Transactions on Advance Rental and Rental Deposit per Book	*Lessee* Port Management Office-Finance Services Division

Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
	1. PMO endorses its recommendation to the AGMO, thru CSD			
	2. CSD reviews the recommendation of PMO based on the REM regulations and validates the grounds that will warrant the refund	NONE	Three (3) days	CSD
	3. CSD endorses to the request for refund to the AGMO	NONE	One (1) day	CSD
	4. AGMO recommends approval of the request and endorses to AGFA, thru TD	NONE	One (1) day	AGMO
	TOTAL:	NONE	**Five (5) days**	