33. Processing of Application for Short-Term Lease Applications (NEW/RENEWAL)

This provides the detailed procedure in the processing of short-term lease applications for port real estate properties of more than 20sq.m. located in operational areas and more than 100sq.m. located in commercial areas, whether new or renewal that are subject for approval by the AGM for Operations. Said short-term leases are granted for a maximum period of one year and covered by a lease contract.

Office/Division:	Commercial Services Department- Real Estate Management Division (CSD-REMD) / Port Management Office-Port Services Division (PMO-PSD)/Legal Services Department
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen
Who may avail:	Must be a Filipino citizens of lawful age/sole proprietor (for area to be leased covering not more than 20sq.m.) company/corporations/ Cooperative/partnership/ corporate entity duly organized and existing under Philippine laws Port service provider/s indirectly supports maritime/port operations or part of a local economic program such as ticketing offices, canteens, store, banks, office spaces among others.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
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	PMO (Business Development and Marketing Specialist Officer)/ PPA Website (Downloadable Forms)/Applicant/Applicant
2. Duly notarized Omnibus Undertaking (Sworn Affidavit)	PMO (Business Development and Marketing Specialist Officer)/ PPA Website (Downloadable Forms)
3. Licenses, Accreditation or additional permits specifically required for the business operations of the proponent	Applicant
4. Vicinity/Location Map	Applicant
5. Secretary's Certificate (for corporation/partnership/cooperative)	Applicant
6. Authorization Letter (for single proprietor)	Applicant

Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Applicant submits to PMO the letter of intent/ application for STL with complete documents and pays non-refundable filing fee upon receipt of	1.1 PMO evaluates all new applications for STL over a minimum period of 3 days from receipt of complete documentary requirements based on its approved PLUS, the determined needs and demands for the proposed service or	Filing Fee Php 2,000.00 + VAT	Three (3) days	PMO - Business Development and Marketing Specialist Officer

complete documentary requirements	facility-used and the financial proposal			
	1.2 Port Manager endorses and recommends approval of lease by the AGMO thru CSD	NONE	One (1) day	PMO – Port Manager
	1.3 CSD further reviews/validates within 10 working days the STLC (consults LSD, if there are deviations from the proforma contract) and recommends approval/ signing of transmittal letter by the AGMO	NONE	Ten (10) days	CSD LSD
	1.4 AGMO approves within 5 working days the STL in principle and signs memo-transmittal for the PMO concerned.	NONE	Five (5) days	AGMO
	1.5 CSD thru the PMO transmits lease contract to the applicant, for review/conforme.	NONE	One (1) day	CSD
2. Applicant/Authorized Representative signs and submits lease contract together with annexes	2.1 AGMO countersigns the lease contract	NONE	Three (3) days	AGMO
	2.2 CSD transmits the duly signed Lease Contract to PMO	NONE	One (1) day	CSD
	2.3 PMO coordinates with lessee for the notarization of the duly signed LC	NONE	One (1) day	PMO
	TOTAL:	**Filing Fee Php 2, 0000.00 + VAT**	**Twenty-Five (25) days (working days)**	