

LEASE APPLICATION FORM



Application Date: ___/___/___

Tracking No: _____

APPLICANT PROFILE

Applicant:

Name of Applicant _____

Position/Designation _____

Signature _____

Authorized Representative:

Name of Applicant _____

Position/Designation _____

Signature _____

Company Name: _____

Company Address: _____

Main Office: _____

Billing Address: _____

Company Address: _____

Main Office: _____

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 Partnership Corporation Cooperative Others

Nature of Business: _____

LEASE PROFILE

 New RenewalProperty to be Leased: Land Building Others

Location of Property: Port of _____ Intended Use: _____

Facilities to be put-up (for Medium or Long-Term Lease): _____

Land:

Block No.: _____

Lot No.: _____

Area Size: _____

Rental Rate/sq.m.: _____

Building/Improvements:

Block No.: _____

Lot No.: _____

Area Size: _____

Rental Rate/sq.m.: _____

DOCUMENTARY CHECKLIST

Short-Term Lease (see attached checklist)**Medium and Long-Term Lease** (see attached checklist)

VALIDATION FOR PPA USE ONLY

Filing Fee: _____

O.R. No.: _____

Date of Receipt: _____

Lessee Code: _____

Lessee Type: _____

Recommending Approval: Terminal Supervisor PSD Manager Finance Manager Others _____**Reviewed/Evaluated**_____
Business Development Marketing Officer**Approved**_____
Port Manager

**DOCUMENTARY REQUIREMENTS
(New Application)**



SHORT-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. Licenses, Accreditation or additional permits specifically required for the business operations of the proponent
- 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) 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 (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 business operations of the proponent.
- 6. Financial Requirements
 - Proof of financial capability to conduct and sustain the business;
 - Proof of Financial and managerial capacity of applicant 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

**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

**OMNIBUS UNDERTAKING
(SWORN AFFIDAVIT)**

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

A F F I D A V I T

I, (Name of proponent/authorized signing official for corporation) of legal age, Filipino, single/married, with residence and postal address at _____, after having been duly sworn in accordance with law, hereby depose and say that:

1. I am the (Position/Title) of (Name of Company) an entity engaged in the business of (Nature of Business), with principal office and business address at (Postal Address).
2. I signify my interest to apply to lease from the Philippine Ports Authority (PPA) the (land/building) property containing (area size) sq.m. area located at (Block No. and Lot No.) at the port of (name of port) for (number of months/year) for the purpose of (purpose of lease).
3. I/the (Name of proponent/authorized signing official for corporation) am attesting that I am responsible for:
 - a. having taken steps to comply and secure all the permits from the local government units and other government agencies necessary for the lease application and to conduct business at the port;
 - b. having determined and acknowledged all matters pertaining to the PPA real estate management rules and regulations;
 - c. having basic knowledge of all applicable laws, decrees and ordinances, rules and regulations thereof;
 - d. having fully read the information supplied in the application form and any false or misleading information provided therein shall be a ground for the cancellation of the Permit to Occupy issued, without prejudice to the filing of appropriate administrative.
4. I hereby authorize the PPA duly authorized official/employee to verify the statements documents information submitted herewith to substantiate my application to lease.
5. I hereby hold PPA free from all liens, encumbrances and liabilities resulting from non-compliance therewith.
6. I am executing this affidavit to attest the truth of the foregoing statements and as a requirement of the lease application.

IN WITNESS WHEREOF, I have unto affixed my signature on this _____ day of 20___ in the City of _____.

(Name and Signature of Affiant)

SUBSCRIBED AND SWORN to before me this _____ day of _____.

(Notary Public)

Doc. No. _____
Page No. _____
Book No. _____
Series of _____