

CHECKLIST OF DOCUMENTARY REQUIREMENTS ON THE LEASE OF SSS-OWNED REAL ESTATE PROPERTIES

A. Sole Proprietorship

1. Original Duly accomplished Application to Lease Investment Property form;
2. Original Certification from at least one (1) savings/commercial or universal bank stating that the Lessee is known to them, banking with them and is in good financial and credit standing;
3. Original Certification under oath that the Company is free and clear from all tax liabilities to the Government;
4. Tax Identification Number;
5. Copy of Tax Clearance;
6. Certified True Copy of Certificate of Registration (BIR 2303);
7. Certified True Copy of DTI registration of the Lessee;
8. Certified True Copy of Income and Business Tax Return;
9. Photocopy of two (2) valid government issued IDs of the authorized signatory with three (3) signatures at the opposite or below the photocopy of the ID;
10. Certified True Copy of Certificate of Notarial Commission; and
11. Sketch/building plans, specifications/scope of work and cost estimate of proposed improvement, if applicable.

B. Corporation/Partnership/Joint Venture/Consortium:

1. Original Duly accomplished Application to Lease Investment Property form;
2. Original Board Resolution duly certified by the Corporate Secretary authorizing the lease as well as authorized signatories to execute the Contract of Lease;
3. Original Certification from at least one (1) savings/commercial or universal bank stating that the Lessee is known to them, banking with them and is in good financial and credit standing;
4. Original copy of Certification under oath that the Company is free and clear from all tax liabilities to the Government;
5. Certified True Copy of Certificate of Registration (BIR 2303);
6. Certified True Copy of Tax Clearance;
7. Tax Identification Number;
8. Certified True Copy of Mayor's Permit issued by the City or Municipality where the principal place of business of the Lessee is located;
9. Certified True Copy of Income and Business Tax Return;
10. Certified True Copy of SEC registration of the Lessee, or in case of a foreign entity, a license to do business in the Philippines;
11. Certified True Copy of Articles of Incorporation/Partnership, By Laws of the Lessee as amended, if any;
12. Photocopy of two (2) valid government issued IDs of the authorized signatory with three (3) signatures at the opposite of the ID or below the photocopy of the ID;
13. Certified True Copy of Certificate of Notarial Commission; and
14. Sketch/building plans, specifications/scope of work and cost estimate of proposed improvement, if applicable;

C. Individuals:

1. Duly accomplished Application to Lease Investment Property form;
2. Certificate of Employment and Compensation/Certification Under Oath of Source of Income;
3. Latest Income Tax Return;
4. Certification from any savings/commercial or universal bank stating that the Lessee is known to them, banking with them and is in good financial and credit standing;
5. Sketch/building plans, specifications/scope of work and cost estimate of proposed improvement, if applicable;
6. Tax Identification Number;
7. Tax Clearance;
8. Photocopy of two (2) valid government issued IDs of the authorized signatory with three (3) signatures at the opposite of the ID or below the photocopy of the ID; and
9. Certified True Copy of Certificate of Notarial Commission.

D. Foreigners

1. Duly accomplished Application to Lease Investment Property form;
2. Passport;
3. Latest ITR or Certificate of Employment or the equivalent document;
4. Certification from any savings/commercial or universal bank stating that the Lessee is known to them, banking with them and is in good financial and credit standing;
5. Sketch/building plans, specifications/scope of work and cost estimate of proposed improvement, if applicable;
6. Tax Identification Number;
7. Tax Clearance; and
8. Photocopy of two (2) valid government issued IDs of the authorized signatory with three (3) signatures at the opposite of the ID or below the photocopy of the ID.