



**PART III- OCCUPANT INFORMATION (FOR LEASE OF RESIDENTIAL UNIT) (Please use additional sheet, if necessary)**

NAME (LAST NAME)	(GIVEN NAME)	(MIDDLE NAME)	AGE	NATIONALITY	RELATIONSHIP TO LESSEE	CONTACT NO./EMAIL ADDRESS
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**PART IV- SSS ACCREDITED BROKER'S INFORMATION**

Type <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> COMPANY	BROKER/COMPANY NAME		REPRESENTATIVE/EMPLOYEE NAME	
EMPLOYER/SS NUMBER	LICENSE NO.	EXPIRATION DATE (MM/DD/YYYY)	E-MAIL ADDRESS	
TAX IDENTIFICATION NUMBER	CELL PHONE NUMBER	TELEPHONE NUMBER	FAX NUMBER	
HOME/COMPANY ADDRESS (RM/FLT/UNIT NO. & BLDG. NAME)		(HOUSE/LOT & BLK. NO.)	(STREET NAME)	(SUBDIVISION)
(BARANGAY/DISTRICT/LOCALITY)	(CITY/MUNICIPALITY)	(PROVINCE)	(COUNTRY)	

**INSTRUCTIONS**

- 1) Accomplish one (1) copy of this form. Erasures and alterations must be countersigned.
- 2) Place a checkmark on the applicable box.
- 3) Affix recent 1 x 1 photo
- 4) Write "N/A" for items not applicable
- 5) This application shall be filed personally by the prospective lessee/authorized representative/real estate broker
- 6) Submit this form to Investment Property Department(IPD) and the required documents listed below

**DOCUMENTARY REQUIREMENTS GUIDE**

<p><b>IDENTIFICATION REQUIREMENTS (Present the original)</b></p> <p>Any of the following:</p> <p><input type="checkbox"/> 1 SSS/GSIS ID/UMID</p> <p><input type="checkbox"/> 2 Passport</p> <p><input type="checkbox"/> 3 Driver's License</p> <p><input type="checkbox"/> 4 Government issued ID</p> <p><b>DOCUMENTARY REQUIREMENTS (Present the original)</b></p> <p><input type="checkbox"/> 1 Latest Income/Business Tax Return, if applicable</p> <p><input type="checkbox"/> 2 Certificate of Registration (COR) from BIR/ BIR Form 2303</p> <p><input type="checkbox"/> 3 Tax Clearance issued by BIR</p> <p><input type="checkbox"/> 4 Certificate Under oath that prospective lessee is free and clear of all tax liabilities to the government</p> <p><input type="checkbox"/> 5 Sketch plan, specification, scope of work and cost estimate of proposed improvement, if any</p>	<p><b>ADDITIONAL DOCUMENTARY REQUIREMENTS (Present the original)</b></p> <p><b>For Sole Proprietorship</b></p> <p><input type="checkbox"/> 6 DTI Registration</p> <p><b>For Corporation/partnership/joint venture</b></p> <p><input type="checkbox"/> 6 SEC Registration of the Lessee or in case of a foreign entity, a license to do business in the Philippines</p> <p><input type="checkbox"/> 7 Articles of Incorporation/Partnership, By Laws of the Lessee as amended, if any</p> <p><input type="checkbox"/> 8 Mayor's Permit issued by the City or Municipality where the principal place of business of the Lessee is located</p> <p><input type="checkbox"/> 9 Board Resolution duly certified by the Corporate Secretary authorizing the lease as well as authorized signatories to execute the Contract of Lease</p> <p><b>For Government Agencies</b></p> <p><input type="checkbox"/> 6 Board Resolution duly certified by the Corporate Secretary authorizing the lease as well as authorized signatories to execute the Contract of Lease</p> <p><input type="checkbox"/> 7 Applicable law creating the government agency/entity</p> <p><input type="checkbox"/> 8 Proof of fund availability</p>
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**KEY POLICIES**

- Lease of SSS properties is on "as-is-where-is" basis.
- Effectivity/ Move-In Date shall be the first day of the month following the month of receipt of the Notice of Approval issued by IPD.
- Payment of Security Deposit, Advance Rent and issuance of PDC shall be made before move-in date.
- Contract of Lease shall be signed by the Lessee/Lessee's authorized signatory/ies at the SSS Main Office.
- Incomplete documentary requirements will not be accepted.

I/We understand that this application is subject to evaluation and approval by the approving authorities and confirmation by the Social Security Commission (SSC).

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PRINTED NAME OF APPLICANT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE







