

CLEARANCE FORM

(LEASE PROPOSALS & OTHER CONTRACT-RELATED REQUEST)

For Compliance of the SBMA Lessee

I. IDENTIFYING INFORMATION

LEASED PROPERTY: _____
NAME OF PROPONENT: _____
PROPOSAL/REQUEST: _____

ATTACHED REQUIREMENTS (Please check)

- _____ Letter request from the proponent
- _____ Notarized/Draft Sublease Contract/Deed of Assignment
- _____ Accomplished Lessee Info Sheet (of the Lessee and the Assignee, in case of Assignment)
- _____ Photocopy of two (2) valid IDs (for expat, please submit clear copy of passport and VISA)
- _____ Insurance Policy of the Housing Unit
- _____ Certification of No Outstanding Obligation from the Accounting Department
- _____ For Corporation, copy of SEC Registration, Secretary Certificate of authorized signatory, 2 valid IDs of the signatory
- _____ Copy of Building Permit/Occupancy Certificate issued by the SBMA for the repair/renovation/construction of the housing unit or Certification from BPSD that lessee has no existing violation on the housing unit
- _____ Current photos of the housing unit (interior and exterior)
- _____ Other requirements: (pls. specify) _____

II. CLEARANCE FROM CONCERNED DEPARTMENTS

Department	RECOMMENDATION/REMARKS	Name/Signature	Date
Accounting Department	<input type="checkbox"/> No Objection <input type="checkbox"/> Objection		
Legal Department	<input type="checkbox"/> No Objection <input type="checkbox"/> Objection		

(Note: LADD will be the one to send the clearance form to the Legal Department upon ensuring that pertinent requirements relative to the request have been complied with)

III. RECOMMENDATION

In view of the foregoing evaluation done this _____, the LADD recommends:

- Submission of additional requirement/s
- Endorsement of request to concerned SBMA Department
- Preparation of Term Sheet
 - MAP PBA

Certified Correct By:

Approved By:

Millette G. Agustin
Estate Mgmt. Chief

Nolan T. Sudario
Manager

