



LAND AND ASSET DEVELOPMENT DEPARTMENT
Registry of Certificate of Ownership of Leasehold Rights
("Registry Office")

Bldg. 332 Burgos Street., Subic Bay Freeport Zone
 4147/4148/4409/4479, Fax No.: (047)254-4715

RLR-2021- _____

RCOLR-01
 Revision No. 0
 Effectivity Date: 11-24-2020

APPLICATION FOR REGISTRATION OF LEASEHOLD RIGHTS

<input type="checkbox"/> Registration of Leasehold Rights	<input type="checkbox"/> Certificate of Leased Property (Leased term below 5 years)
<input type="checkbox"/> Registration of Mortgage	<input type="checkbox"/> Others _____

Name of Company/Resident/Client:	Date:
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Presenter:	Position of Presenter:	Contact No/s.:
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Leased Address:	Tax Identification Number(TIN)
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Business and Investment Account Officer:

Contracts to be Registered:

Nature/Name of Contract	Party(ies)
_____	_____
_____	_____
_____	_____

(Use the back of Application Form for Multiple Registration)

DOCUMENTARY REQUIREMENTS/CHECKLIST FOR REGISTRATION OF LEASEHOLD RIGHTS:

For Lease Agreement:
 Original and Photocopy of Lease Agreement with Annex A (Commencement and Termination Date)

For Master Lease:
 Original and Photocopy of Master Lease Agreement with Annex A (Commencement and Termination Date)

For Sublease:
 Original and Photocopy of Sublease Agreement with Annex A (Commencement and Termination Date)

For Deed of Assignment:
 Original and Photocopy of Deed of Assignment with Annex A (Commencement and Termination Date) with SBMA Board Resolution

For Lease and Develop Agreement:
 Original and Photocopy of Deed of Assignment with Annex A (Commencement and Termination Date)

DOCUMENTARY REQUIREMENTS/CHECKLIST FOR REGISTRATION OF MORTGAGE:

For Real Estate:

1. Registered Lease Agreement
2. Original/Transfer Certificate of Ownership of Leasehold Rights
3. Omnibus Loan and Security Agreement/Loan Agreement/ Mortgage Contract

For Chattels:

1. Omnibus Loan and Security Agreement/Loan Agreement/ Mortgage Contract

A. Vehicle

2. Registration with LTO

B. Air Vessel

3. Registration with CAAP

C. Marine Vessel

4. registration with Maritime Industry

I declare that the information above are true and correct, I further authorize the Registry Office to verify information supplied herein from entities above indicated or which custody of the above mentioned.

Signature over Printed Name of Applicant/Presenter

Details of Payment:

_____ SBMA O.R. No.	_____ Date
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Amount: _____
 _____ Pesos
 (Php. _____)

Received and Evaluated by:

Signature over Printed Name

Approved by:

NOLAN T. SUDARIO
 Manager
(Signature over Printed Name)

Released by:

Signature over Printed Name and Date

Released to:

_____	_____
<i>Signature over Printed Name</i>	<i>Date</i>