

## APPLICATION FOR CONTRACT OF LEASE

Contract of lease is issued to BuCor Employees who desires to establish Business inside the BuCor Reservation or to BuCor Employees who are already operating Businesses who desires to renew their contract.

<b>Office or Division</b>	Legal Division
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2B
<b>Who may avail</b>	Business Owner/Business Operator

CHECKLIST REQUIREMENTS	WHERE TO SECURE
<b>REPRESENTATIVE</b>	
<ol style="list-style-type: none"> <li>1. Letter of Intent</li> <li>2. Lease Application</li> <li>3. Request for Land Survey (Building)</li> <li>4. Affidavit of Undertaking</li> <li>5. Recommendation from Immediate Supervisor</li> <li>6. Photocopy of Government Issued ID</li> <li>7. Photo of Business Establishment</li> <li>8. Business Name Registration, if any</li> </ol>	<p>Legal Office</p> <p>Legal Office</p> <p>Legal Office/Building Section</p> <p>Legal Office</p> <p>Respective Office</p> <p>BIR, POST OFFICE, DFA, PSA, SSS, GSIS, PAG-IBIG</p>

CLIENTS STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>1.</b>	<b>Present duly accomplished and notarized application form.</b>	Assist the clients and issue forms.	None	5 minutes	Legal Staff
<b>2.</b>	<b>Submit all attached documents needed.</b>	Examination and assessment of submitted requirements  • Upon the Chief Legal recommendation, advise clients to forward the application to the	None	1 day	Contract Evaluator, Legal Office  Chief, Legal Division

		Office of the Director General for His approval; if disapproved, the application is returned to the clients.			
<b>4.</b>	<b>Upon DG's approval, forward the application to the Legal Division for drafting and signing of the contract.</b>	Draft the contract Present the contract to the clients for Notarization	None None	3 days	Contract Evaluator, Legal Office
<b>5.</b>	<b>Have the contract notarized and submit copy to the Legal Office, Records Section, Accounting Section and Planning and Management Division.</b>	Receive, record and file the contract's copy. .	None	1 day	Legal Staff
<b>TOTAL:</b>			<b>None</b>	<b>5 days, 5 mins.</b>	