

Lease of Real Properties of the BSP

- Description** : The BSP offers properties not yet disposed of for lease to the public to save the BSP administration expenses for security and maintenance of the properties.
- Clients** : **General Public**
- Documents Required** : **See Annex E-13-a**
- Schedule of Service Availability** : **Banking Days (8:00 AM – 5:00 PM)**
- Contact Information** : **Asset Management Department, Rm. 211, 5-Storey Bldg. BSP Complex, Mabini, Malate, Manila**
Telephone Nos.: (02) 306-3422 / (02) 306-3423
- Total Processing Time** : **20 working days (a survey of prevailing rental rates in the area is required prior to approval of Lease Proposal)**
- Total fees** : **None**

STEP NO.	CLIENT STEP	BSP ACTION	OFFICE RESPONSIBLE/ LOCATION	DOCUMENT(S) REQUIRED	DOCUMENT(S) GENERATED
1	Submit Lease Proposal and complete documentary requirements to AMD	Receive Lease Proposal. Review and evaluate the terms and conditions of the lease. Send letter to client informing the latter that the Lease Proposal will	RPMD I & II, AMD, Rm. 211, 2nd Floor Five-Storey Bldg., BSP Main Complex	<ul style="list-style-type: none"> Lease Proposal and complete documentary requirements 	<ul style="list-style-type: none"> Letter to client Survey Report

		<p>be elevated to the Management for approval.</p> <p>If proposal is not within BSP terms, send a letter to client informing him of the denial of his proposal and also the BSP terms and documentary requirements should he decide to accept the BSP terms.</p>			
2	<p>Receive Letter of Acceptance of Lease Proposal.</p> <p>Submit required documents to the AMD.</p>	<p>Evaluate documents submitted to determine the capability of the prospective lessee to meet the terms of the lease.</p> <p>Prepare memo to the DG, MSS (or the MD in the absence of the DG) or the MB (for leases of more than 10 years, where the total amount of lease over the rental period is more than P10 million) recommending approval of the lease offer.</p> <p>DG, MSS or MD, MOSS or MB approves lease proposal.</p>			<ul style="list-style-type: none"> • Letter of Acceptance • MB Approval • Contract of Lease • Notice of Approval

		Send letter to client notifying him of management decision on the lease proposal. For approved proposals, transmit four copies of the Contract of Lease.			
3	Receive letter. For approved proposals, review and sign four copies of Contract of Lease, and have the lessee's acknowledgment portion notarized. Return all copies of the signed and notarized Contract of Lease to AMD.	Sign the contract, have the lessor's acknowledgment portion notarized and send a copy to the lessee. Provide one (1) copy of notarized		<ul style="list-style-type: none"> Signed and notarized copies of Contract of Lease 	
4	Pay two months security deposit and one month advance rent (Cash, or Manager's/Cashier's check, payable to the Bangko Sentral ng Pilipinas)				
	a. Get an Order of Payment (OP) from the AMD.	Prepare Payment Remittance Form and the corresponding OP for the corresponding security deposit and advance rent.	RPMD I & II, AMD, Rm. 211, 2nd Floor Five-Storey Bldg., BSP Main Complex		<ul style="list-style-type: none"> OP
	b. Proceed to the Cash Department, present OP, pay the required down payment and secure client's copy of OR.	Accept payment and issues Official Receipt (OR).	Teller, Ground Floor, Multi-storey Bldg., BSP Main Complex	<ul style="list-style-type: none"> OP 	<ul style="list-style-type: none"> OR
END OF TRANSACTION					

Asset Management Department
Documentary Requirements

Negotiated Sale and Public Auction

For Individuals

1. Buyer's Information Sheet
2. Negotiated Offer to Purchase Form/ Bid Tender Form
3. Proof of Income (latest Income Tax Return, Payslip, etc.)
4. Certificate of Employment
5. DTI Certificate of Registration/ Business Permit (photocopy)
6. One (1) passport size ID picture
7. Government Issued ID and BIR TIN
8. Statement of Bank Account or Photocopy of Passbook
9. Bank Certification on Investment, if any (photocopy)
10. For non-resident alien – Affidavit on total landholdings

For Corporation/Partnership

1. Buyer's Information Sheet
2. Negotiated Offer to Purchase Form/ Bid Tender Form
3. SEC Registration, Articles of Incorporation/Partnership & By-Laws (photocopy)
4. Business Permit (photocopy)
5. Secretary's Certificate to Purchase (original copy)
6. Secretary's Certificate on Authorized Signatory (original copy)
7. Government Issued ID & BIR TIN of Authorized Signatory (photocopy)
8. Income/ Corporate Tax Return (photocopy)
9. Audited Financial Statements for the last two (2) years (photocopy)
10. For non-resident alien – Affidavit on Total Landholdings

Lease

1. Lease Proposal
2. Lessee Information Sheet
3. For Individuals – Proof of Income
4. For Corporation
 - a. Audited Financial Statements
 - b. Board Resolution Authorizing to Lease BSP Property and Designated Authorities
 - c. Secretary's Certificate