

BANGKO SENTRAL NG PILIPINAS

ASSET MANAGEMENT DEPARTMENT

Telefax No. (02) 525-06-14

LESSEE'S INFORMATION SHEET

1. Individual / Corporate Name		
2. Address	3. Tel. No. Res. Cellphone No.	4. FAX No.
5. TIN No. <input type="checkbox"/> VAT <input type="checkbox"/> NON-VAT Individual Corporate	6. Nationality Individual Corporate	7. CTC No. / Place / Date Issued Individual Corporate
For Individuals:		
8. Date / Place of Birth	9. Age	Photo of Applicant Paste 2" x 2" picture here
10. Civil Status	11. ACR No. (if applicable)	
12. Line of Business Individual Corporate		
13. Employment		
<u>Name of Employer</u>	<u>Business Address / Tel. No.</u>	<u>Monthly Salary</u>
14. Business Name _____ Type: _____ Address _____ Telephone No. _____ Fax No. _____		
15. Other Sources of Family Income		
<u>Company Name</u>	<u>Type of Business</u>	<u>Estimated Annual Income</u>
16. Corporate Yearly Net Income for the Last Two Years _____		
17. Principal Officers		
Name	Position	
18. Bank References		
<u>Name of Bank</u>	<u>Branch</u>	<u>Address</u>
19. In case of return of the security deposits and unused rent, the same shall be returned without interest and credited to CA/SA No. _____ maintained with _____, _____ Branch.		
CERTIFICATION		
I hereby certify that all data stated herein, as well as its attachments, are true and correct. I, likewise, authorize the Bangko Sentral ng Pilipinas to undertake whatever research, investigation or checking to verify the validity of all information stated herein.		
_____		_____
Printed Name and Signature		Date
24. Documentary Requirements		
Individual:		
a) Photocopy of Community Tax Certificate		
b) 2" x 2" ID Picture		
c) Proof of Income (latest ITR, Certificate of employment, Business permit, etc.)		
d) Employer's Certificate		
e) Bank Accounts		
Corporate:		
a) SEC Registration, Articles of incorporation, Business Permit		
b) Audited Financial Statements for the last two years		
c) Board Resolution and Secretary's Certificate authorizing the lease and the signatories		