

Intent to Lease

Date: _____

Strategic Asset Management and Sales (SAMS)

Bank of the Philippine Islands
G/F, BPI Buendia Center
No. 360, Sen. Gil Puyat Avenue
Makati City

Email: buenamano@bpi.com.ph

Gentlemen:

This is to formally inform your office of my/our intention to ☐ LEASE / ☐ RENEW MY/OUR CONTRACT with the property, on an “AS-IS, WHERE-IS” BASIS, located at _____

for the minimum lease period of: ☐ 2 Years ☐ 3 Years
☐ 4 Years ☐ 5 Years

I came to know of your property through:

- ☐ Broker (name) _____
☐ BPI Branch _____
☐ Website _____
☐ Signage _____

Please check one

Terms and Conditions

(1) CONFIDENTIALITY. Bank of the Philippine Islands (BPI) shall treat all information in the Intent to Lease in strictest confidence. BPI shall deal exclusively with the Lessee and/or his/her/their attorney-in-fact / authorized broker accredited by BPI Strategic Asset Management and Sales (SAMS), if any.

(2) INTENT TO LEASE.

- All intents must be submitted in the official Intent to Lease Form, duly filled out and signed. The said form may be submitted personally to the SAMS Customer Care; or sent through fax or email with attached scanned copy of the signed Offer to Lease form.
- When the form is faxed or sent via email, the date and time stamped on the email or fax shall be considered the official time and date of receipt.

(3) FIRST-COME, FIRST-SERVED POLICY. “First-come, First-served” is the service policy of BPI whereby the intents to lease are attended to in the order that they are received without other biases and preferences.

(4) SUBMISSION OF DOCUMENTS. The following documents must be submitted by the lessee within ten (10) banking days from date of notice; otherwise, the Lessee’s priority under the “First-come, First-served” Policy shall be lost:

- Fully-accomplished Client Information Sheet (CIS)
- Government-issued* ID of tenant (ex. Passport, Driver’s License, Postal ID, PRC ID, etc.)
- DTI Registration
- Two (2) years audited financial statement (latest)
- Authority to Print (BIR Form 1921)
- BIR Certificate of Registration (BIR Form 2303)
- Latest Mayor’s/ Business Permit

**IMPORTANT
MUST READ**

Please complete all the information being requested above. Kindly send fully accomplished form to buenamano@bpi.com.ph, or fax it at (02) 8580-3126 or submit directly to our Customer Care at G/F BPI Buendia Center, No. 360 Senator Gil Puyat Avenue, Makati City. Please note that the official date of receipt of your Intent To Lease (ITL) will be the date we receive your revised/completed form.

- **Additional for Corporation:** SEC Registration, Articles of Incorporation, By-Laws, Board Resolution / Secretary's Certificate Authorizing to Lease the Property and authorizing the Signatory/ies; dully filled out Client Information Sheet and copies of Government Issued* ID of Attorney-in-Fact and Corporate Secretary.

(5) "AS IS, WHERE IS POLICY"

- BPI is leasing the property without warranties as to the condition or any aspect of the property. The tenants are solely responsible for inspection of the property for their own protection.
- BPI and its employees shall not be bound or liable in any manner by the representation of the accredited broker or any private arrangements between the lessee or third parties.

(6) RESERVATION. BPI has no obligation to accept any offer and reserves the right to accept or reject the offer without any obligation to disclose the reason for its decision. BPI likewise reserves the right to **revise all or any part of these rules, including going into sealed bidding and other means to lease any or all of its properties.**

(7) STANDARD POLICY ON PAYMENT OF TAXES AND FEES INCIDENTAL TO A LEASE OF ANY OF THE BANK'S PROPERTIES:

**FOR TENANT'S
ACCOUNT**

Utilities of the Lease Premises, Notarization fee, Documentary Stamp Tax, CUSA, if any, and other taxes allowed by law to be passed-on by the Lessor to the Lessee shall be for the exclusive account of the tenant.

I have read and understood the BPI's "FIRST COME - FIRST SERVED" policy and agree that the BPI is not under any obligation to accept any offer whatsoever. I have read and understood the rules governing Intent to Lease.

Thank you.

Very truly yours,

TENANT'S PRINTED NAME AND SIGNATURE

TENANT'S RESIDENCE / OFFICE ADDRESS

Mobile No.: _____

Landline No.: _____

Email Add.: _____

TIN Number: _____

Noted by Broker (If any):

SIGNATURE OVER PRINTED NAME

Contact No:

Email Add.:

TIN Number:

PRC REB License

Expiration

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