

# Intent to Lease

Date: \_\_\_\_\_

## Strategic Asset Management and Sales (SAMS)

BPI Family Savings Bank  
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 my/our intention to ☐ LEASE / ☐ RENEW MY CONTRACT with the property on “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/ BFSB Branch \_\_\_\_\_  
☐ Website  
☐ Signage

Please check one

## Terms and Conditions

**(1) CONFIDENTIALITY.** BPI Family Savings Bank, Inc. (BFSB) shall treat all information in the Intent to Lease in strictest confidence. BFSB shall deal exclusively with the Lease and/or his/her/their attorney-in-fact / authorized broker accredited by BFSB 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 BFSB 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 10 banking days from date of notice; otherwise, the buyer’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
- 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 information given above. Kindly send fully accomplished form to [buenamano@bpi.com.ph](mailto:buenamano@bpi.com.ph), fax at (02) 580-3126 or submit directly to our Customer Care at G/F BPI Buendia Center, No. 360 Senator Gil Puyat Avenue, Makati City. Please note that official date of receipt of your 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 authoring 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"**

- BFSB 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.
- BFSB 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.** BFSB 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. BFSB 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 BFSB's "FIRST COME - FIRST SERVED" policy and agree that the BFSB 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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