



# INTENT TO LEASE FORM

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

BANK OF THE PHILIPPINE ISLANDS

Strategic Asset Management and Sales

26th Floor BPI Buendia Center

360 Sen. Gil Puyat Ave., Makati City 1209

Email: [buenamano@bpi.com.ph](mailto:buenamano@bpi.com.ph)

This is to formally inform your office of my/our **Intention to Lease** the property, on an **“AS-IS, WHERE-IS”** BASIS, located at:

Address: \_\_\_\_\_

eBM Code: \_\_\_\_\_

for the minimum lease period of:

- ☐ 1 Year
- ☐ 2 Years
- ☐ 3 Years
- ☐ 4 Years
- ☐ 5 Years

I came to know of your property through (please check one):

- ☐ Bank Branch \_\_\_\_\_
- ☐ Email from BPI / Buena Mano
- ☐ Buena Mano Website
- ☐ Online Partner – Carousell
- ☐ Viber Channel
- ☐ For Lease Sign
- ☐ Others, please specify: \_\_\_\_\_

## TERMS & CONDITIONS

- (1) PERSONAL DATA AND CONFIDENTIALITY.** By signing this Intent to Lease form, the Lessee(s) authorizes the Bank of the Philippine Islands (“BPI”) to collect, process, disclose, and retain personal data and other information to the extent described in BPI’s Data Privacy Policy posted on [www.bpi.com.ph](http://www.bpi.com.ph), as the same may be amended or supplemented from time to time. BPI shall treat all information in the Intent to Lease in strictest confidence. BPI shall deal exclusively with the Lessee(s) and/or his/her/their duly authorized Attorney-in-Fact, if any.
- (2) INTENT TO LEASE.** Lessee(s) must submit his/her/their offers/ bids via the online submission form linked on our website: [www.buenamano.ph](http://www.buenamano.ph) (“Website”) or via QR code disseminated through Buena Mano’s official communications. The listings of the properties for lease are found on our Website.
- (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(s) 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 (found on our Website)
  - Government-issued\* ID of Lessee(s) (ex. Passport, Driver’s License, Postal ID, PRC ID, etc.)
  - DTI Registration (For Sole Proprietorship)

- Two (2) years audited financial statements (latest)
- Authority to Print (BIR Form 1921)
- BIR Certificate of Registration (BIR Form 2303)
- Latest Mayor's / Business Permit
- **For Partnership/Corporation:** (i) SEC Certificate of Recording/Registration, (ii) Articles of Partnership/Incorporation, (iii) By-Laws, (iv) Partners/Board Resolution / Secretary's Certificate attesting to: (a) the passage and continuing validity of the resolution of the Board of Directors approving the Leasing of the Property and authorizing the execution, delivery, and performance of the relevant documents; and (b) the designation of the duly authorized Signatory/ies together with his/her/their specimen signature(s), and (v) copies of Government Issued\* ID of the authorized Signatory/ies and Partnership/Corporate Secretary.

(5) **"AS IS, WHERE IS POLICY"**. The Lease of the property is without any representations or warranties as to the condition, fitness for any particular purpose, merchantability, or any aspect of the actual property, express or implied. The Lessee(s) is/are solely responsible for the inspection of the property to determine, and to be satisfied as to, its actual condition. BPI, its directors, officers, employees, and agents shall not be bound or liable in any manner by the representation of any private arrangements between the Lessee(s) and 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 Terms & Conditions, including going into sealed bidding and other means to lease any or all of its properties.**

(7) **CONTRACT OF LEASE**. Once the offer/bid of Intent to Lease is accepted by BPI, the same is further subject to the execution and delivery of a Contract of Lease with terms mutually agreed upon by BPI and the Lessee(s).

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

**FOR LESSEE'S ACCOUNT**

Utilities of the Leased Premises, Notarization fee, Documentary Stamp Tax, CUSA, if any, and other taxes or fees allowed by law to be passed-on by the Lessor to the Lessee(s) shall be for the exclusive account of the Lessee(s).

***I have read, understood, and agree to be bound by the BPI's "FIRST COME, FIRST SERVED" Policy and acknowledge that BPI is not under any obligation to accept any offer whatsoever. I have also read, understood, and agree to be bound by the Terms & Conditions of the Intent to Lease.***

Very truly yours,

\_\_\_\_\_  
LESSEE'S PRINTED NAME AND SIGNATURE

\_\_\_\_\_  
LESSEE'S RESIDENCE / OFFICE ADDRESS

\_\_\_\_\_  
LESSEE'S EMAIL ADDRESS

\_\_\_\_\_  
LESSEE'S CONTACT NUMBER