

() New () Renewal

LEASE PROPOSAL FORM

Date: _____

Home Guaranty Corporation
 Asset Management Department (AMD)
 4th Floor, Jade Building
 # 335 Sen. Gil Puyat Avenue, Makati City

Gentlemen / Mesdames:

This is to submit my/our offer to lease from the Home Guaranty Corporation (HGC) on an "AS IS, WHERE IS" basis the Manila Harbour Centre, Brgy. Vitas, Tondo, Manila property/ies described below:

Block : _____
 Lot : _____
 Area to be leased : _____ (sqm)

My/our proposal for the above property/ies shall be under the following terms:

Lease Rate / sqm : _____
 Escalation Rate : _____
 Lease Period : _____
 Utilization of Lot : _____

To support my/our lease proposal, I have attached the Lessee's Information Sheet (Form No. 2) including the Documentary Requirements.

Upon approval of my/our offer to lease, I shall comply with the terms and conditions specified in HGC's Notice of Approval.

My/our failure to pursue the lease or comply with the conditions of the Notice of Approval of lease proposal would mean automatic cancellation of said approval.

Very truly yours,

 (Signature over printed name)
 Designation _____

**HOME GUARANTY CORPORATION
ASSET MANAGEMENT DEPARTMENT
LESSEE'S INFORMATION SHEET
MANILA HARBOUR CENTRE**

Form 2

Business Name:	Name of Principal Officer:	Designation:
Office Address:	SEC/DTI Registration:	Date of Registration:
Fax Number:	Website:	Community Tax Certificate: Number : _____ Date Issued: _____
Email Address:		
Number of years in Operation:	Tax Identification No:	Place Issued: _____
Nature of Business:	Number of Employees to be Assigned to the Leased Premises:	

<p>FINANCIAL HIGHLIGHTS</p> <p>Gross Income _____</p> <p>Total Expenses _____</p> <p>Net Income _____</p> <p>Current Assets _____</p> <p>Current Liabilities _____</p> <p>Capital Fund _____</p> <p>Total Assets _____</p>	<p align="right">FS for CY _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Other Sources of Income (use separate sheet if necessary)

<u>Particulars</u>	<u>Estimated Annual Income</u>
_____	_____
_____	_____

Certification

I/We hereby certify that the above data, together with the attached documentary requirements listed below, are true and correct. I/We, likewise authorize the Home Guaranty Corporation to verify the validity of all the information and documents given herein.

Signature over Printed Name

Checklist of Documentary Requirements

- Income Tax Return stamped received by BIR and Certificate of Employment and Compensation (for individuals)
- Latest Audited Financial Statement
- SEC registration, Articles of Incorporation, Business Permit;
- Secretary's Certificate of authorized signatory to all documents relative to the lease transaction; and
- Other supplementary documents to prove financial capability acceptable to HGC