

PROPERTY DEVELOPMENT AND MANAGEMENT OFFICE
PROPERTY LEASE REQUEST FORM - INDIVIDUAL
INSTRUCTIONS

1. This Property Lease Request Form, model ODAP-A-S-003 (the "Request"), shall be used by any individual interested in leasing a property from the Puerto Rico Land Administration.
2. **This Request form must be filled in all its parts** and submitted with all the required documents. **The Puerto Rico Land Administration (PRLA) will not evaluate incomplete documents.** The Request shall be delivered to the Puerto Rico Land Administration's Property Development and Management Office, located on the second floor of #171 Carlos Chardón Avenue, San Juan, Puerto Rico; or by mail to the following address: PO Box 363767, San Juan, Puerto Rico 00936-3767.
3. **This Request form must be accompanied by a non-refundable payment for an administrative fee in the amount of fifty dollars (\$50.00).**
4. Once submitted, this Request form is valid for one (1) year from the date of delivery at the PRLA, after which a new Request must be submitted in the case there is still an interest in the requested property transaction.
5. For additional information on the Request submittal and evaluation process you may contact the Property Development and Management Office at (787)753-9300.

DOCUMENTS THAT SHALL BE INCLUDED WITH THE REQUEST FORM:

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| <input checked="" type="checkbox"/> PRLA administrative fee (\$50.00 payment). | <input checked="" type="checkbox"/> Compliance Certificate, from the Puerto Rico Child Support Administration (ASUME by its Spanish acronym). |
| <input checked="" type="checkbox"/> Applicant's Photo ID. | <input checked="" type="checkbox"/> Negative Debt Certificate for all Concepts, from the Municipal Income Collection Center (CRIM by its Spanish acronym). |
| <input checked="" type="checkbox"/> Executive Summary for Proposal, describing the proposal or the project that justifies the Request. | <input type="checkbox"/> Audited financial statements for, at least, the previous three (3) years (only for development projects). |
| <input checked="" type="checkbox"/> Income Tax Returns Filing Certificate (PR Treasury Department). | <input type="checkbox"/> Document of Exemption from the PR Office of Government Ethics (Applicable to government officials or employees). |
| <input checked="" type="checkbox"/> Negative Debt Certificate (PR Treasury Department). | <input checked="" type="checkbox"/> Credit references (3) – see document, page 2. |
| <input type="checkbox"/> Copy of Income Tax Return for previous year. | |
| <input checked="" type="checkbox"/> Affidavit Anticorruption Code for New Puerto Rico | |

WHEN REQUEST RESPONDS TO A DEVELOPMENT PROJECT, INCLUDE ANY OF THE FOLLOWING:

- | | |
|--|---|
| <input type="checkbox"/> Proposed project sketches. | <input type="checkbox"/> Proposed project Conceptual plans. |
| <input type="checkbox"/> Proposed project conceptual images. | <input type="checkbox"/> Proposed project schematic drawings. |





APPLICATION NO. _____

PROPERTY DEVELOPMENT AND MANAGEMENT OFFICE

PROPERTY LEASE REQUEST FORM - INDIVIDUAL

Instructions: Fill all the blank spaces, using readable handwriting on black or blue ink. When information is not applicable, write N/A. This Request form must be completed in all its parts in order to be managed by the Puerto Rico Land Administration. The Puerto Rico Land Administration reserves its right to deny or reject the request due to missing information. Attach a site plan or map of the subject property depicting its location and the portion of the property to which the Request applies to. The Request will be valid for a year, after which a new Request must be submitted.

PROPONENT:		<input checked="" type="checkbox"/>	INDIVIDUAL	<input type="checkbox"/>	CORPORATION
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SECTION A : PROPERTY INFORMATION

PROPERTY NAME:		TERM REQUESTED:
MUNICIPALITY:	WARD:	AREA REQUESTED:
PROPERTY ID NO.	SURVEY PLAN NO.	

SOCIO-ECONOMIC DATA OF THE PROPOSED PROJECT:

NEW JOBS TO BE CREATED:	JOBS TO BE MAINTAINED:	DIRECT JOBS:	INDIRECTS JOBS:
USE:	<input type="checkbox"/> AGRICULTURAL	<input type="checkbox"/> INSTITUTIONAL	<input type="checkbox"/> INDUSTRIAL
	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> OFFICE	<input type="checkbox"/> RESIDENTIAL
TYPE OF FUNDING OR FINANCING:			
<input type="checkbox"/> OWN	<input type="checkbox"/> FINANCIAL INSTITUTION	<input type="checkbox"/> GOVERNMENT FUNDS OR GRANTS	<input type="checkbox"/> FEDERAL
			<input type="checkbox"/> STATE

EXPLAIN:

DESCRIBE IMPROVEMENTS TO THE PROPERTY:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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EXPLAIN:

SECTION B : PROPONENT'S INFORMATION

NAME:		
CIVIL STATUS:	DATE OF BIRTH:	OCCUPATION:
PLACE OF WORK:	SSN (LAST 4 DIGITS): XXX-XX-	
MAILING ADDRESS		WORK PHYSICAL ADDRESS
CELL PHONE:	WORK PHONE:	HOME PHONE:
EMAIL:	FAX:	



PROPONENT'S SPOUSE INFORMATION:

NAME:

SSN (LAST 4 DIGITS): **XXX-XX-**

PHONE:

EMAIL:

DO YOU, YOUR SPOUSE OR ANY OTHER MEMBER OF YOUR FAMILY UNIT WORK IN ANY AGENCY OF THE GOVERNMENT OF PUERTO RICO?

YES

NO

IF YES, PLEASE INDICATE:

DO YOU OR YOUR SPOUSE HAVE A CONTRACT WITH ANY AGENCY OF THE GOVERNMENT OF PUERTO RICO?

YES

NO

IF YES, PLEASE INDICATE:

HAVE YOU EVER HAD LEASING CONTRACTS FOR LAND, STRUCTURES, OFFICE SPACE OR COMMERCIAL SPACE WITH THE PUERTO RICO LAND ADMINISTRATION OR ANY OTHER GOVERNMENT AGENCY?

YES

NO

IF YES, PLEASE INDICATE:

CREDIT REFERENCES (NAME, ADDRESS, TELEPHONE NUMBER AND ACCOUNT NUMBER OF, AT LEAST, THREE REFERENCES):

1.

2.

3.

4.

5.

PERSONAL REFERENCES (NAME, ADDRESS, PHONE NUMBER FROM PERSONS WHO DO NOT LIVE WITH YOU):

1.

2.

3.

INDICATE PROPERTIES YOU CURRENTLY OWN:

1. MUNICIPALITY:

WARD:

PROPERTY VALUE:

DESCRIPTION:

2. MUNICIPALITY:

WARD:

PROPERTY VALUE:

DESCRIPTION:

3. MUNICIPALITY:

WARD:

PROPERTY VALUE:

DESCRIPTION:

APPLICANT'S CERTIFICATION

By signing and submitting this Lease Request, the applicant represents that it is aware of the provisions of the Government Ethics Law (Law No. 1 of January 2012), which prohibits contracts between government agencies and government officials or employees without an official special exemption, as well as those contracts in which government officials or employees or members of their family units are profited; and certifies that the Government Ethics Law does not apply to the requested transaction since government officials or employees or members of their family units have no benefit from said transaction. In such case the Request is approved and the Government Ethics Law does apply to the requested property transaction, applicant commits to present the corresponding waiver from the Office of Government Ethics before signing a Development Contract for the proposed project o any contract or deed for the proposed property transaction.

In addition, by signing and submitting this Request, the applicant expressly authorizes the Land Administration to carry out an inquiry on its credit history and to obtain a credit report (Consumer Report Information) prepared by an entity dedicated to credit investigation and references, such as Trans Union, Equifax and Experian, and relieve the Puerto Rico Land Administration of any further responsibility for such inquiry.

Applicant agrees that the receipt of this Request by the Land Administration does not imply a commitment from the Land Administration to enter into any negotiation over the property, nor does entails any commitment of payment from any of the parties.

This Request will expire one year after it is submitted and will be removed from the waiting list of the property when it expires. If applicant is still interested in the property after the expiration of the Request, it must file a new Request, which will be effective for one (1) additional year from the date it is received in the Land Administration's Property Development and Management Office.

I certify that the information provided is current, true and correct.

APPLICANT SIGNATURE:		DATE:	
SPOUSE SIGNATURE (IF APPLICABLE):		DATE:	

OFFICIAL USE	APPROVED	NOT APPROVED
COMMENTS/REMARKS (FOR INTERNAL USE ONLY)		
PRLA OFFICIAL:		DATE: