

PROPERTY DEVELOPMENT AND MANAGEMENT OFFICE

PROPERTY SALE REQUEST FORM - CORPORATION

INSTRUCTIONS

1. This Property Sales Request form, model ODAP-V-S-003 (the "Request"), shall be used by any individual interested in acquire 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 ATTACHED TO THE REQUEST:

- | | |
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| <input checked="" type="checkbox"/> PRLA administrative fee (\$50.00 payment). | <input checked="" type="checkbox"/> Income Tax Returns Filing Certificate (PR Treasury Department). |
| <input checked="" type="checkbox"/> Photo ID of the corporation's authorized representative. | <input checked="" type="checkbox"/> Negative Debt Certificate (PR Treasury Department). |
| <input checked="" type="checkbox"/> Executive Summary for Proposal, describing the proposal or the project that justifies the Request. | <input type="checkbox"/> Copy of Income Tax Return for previous year. |
| <input checked="" type="checkbox"/> Certificate of Organization (PR State Department). | <input checked="" type="checkbox"/> Employers Compliance Certificate, from the Puerto Rico Child Support Administration (ASUME by its Spanish acronym). |
| <input checked="" type="checkbox"/> Certificate of Existence (PR State Department). | <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"/> Certificate of Good Standing (PR State Department). | <input type="checkbox"/> Certificate of authorization to do business in Puerto Rico, compatible with the project timeframe. (Applicable only if applicant is a of foreign corporation) |
| <input checked="" type="checkbox"/> Employer Identification Number (EIN). | <input type="checkbox"/> Document of Exemption from the PR Office of Government Ethics (Applicable to government officials or employees). |
| <input type="checkbox"/> Audited financial statements for, at least, the previous three (3) years (only for development projects). | <input type="checkbox"/> Credit reference (3) |
| <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 SALE REQUEST FORM - CORPORATION

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

PROPERTY NAME:		TERM REQUESTED: -----N/A-----
MUNICIPALITY:	WARD:	REQUESTED AREA:
PROPERTY ID NO.	SURVEY PLAN NO:	

Socio-economic data of the proposed project:

NEW JOBS TO BE CREATED:	JOB TO BE MAINTAINED:	DIRECT JOBS:	INDIRECTS JOBS:
<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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

EXPLAIN:

DESCRIBE IMPROVEMENTS TO THE PROPERTY:

	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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EXPLAIN:

SECTION B : INFORMATION ABOUT THE CORPORATION OR ENTITIY

COMPANY NAME:		
BUSINESS STRUCTURE:	TYPE OF BUSINESS OR SERVICES:	
EMPLOYER IDENTIFICATION NUMBER (EIN):	NUMBER OF EMPLOYEES:	
PHONE:	FAX:	EMAIL:
MAILING ADDRESS		PHYSICAL ADDRESS



AUTHORIZED PERSON TO ACT ON BEHALF OF THE ENTITY FOR THIS REQUEST'S PURPOSES:

NAME:

PHONE:

FAX:

EMAIL:

MAILING ADDRESS

PHYSICAL ADDRESS

PRESIDENT or MANAGING PARTNER OF THE ENTITY:

NAME:

PHONE:

FAX:

EMAIL:

MAILING ADDRESS

PHYSICAL ADDRESS

RESIDENT AGENT OF THE ENTITY:

NAME:

PHONE:

FAX:

PHONE:

MAILING ADDRESS

PHYSICAL ADDRESS

NAME OF MAIN PARTNERS OR MEMBERS OF THE BOARD OF DIRECTORS

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

APPLICANT'S CERTIFICATION

By signing and submitting this Sale 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 Puerto Rico 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 Puerto Rico Land Administration does not imply a commitment from the agency 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.

SIGNATURE OF APPLICANT OR AUTHORIZED REPRESENTATIVE:		DATE:	
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OFFICIAL USE		APPROVED		NOT APPROVED
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COMMENTS/REMARKS (FOR INTERNAL USE ONLY)

PRLA OFFICIAL:		DATE:	
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