1. This Property Lease Request form, model ODAP-V-S-004 (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.

DOUMENTS THAT SHALL BE ATTACHED TO THE REQUEST:

- PRLA administrative fee ($50.00 payment).
- Photo ID of the corporation’s authorized representative.
- Executive Summary for Proposal, describing the proposal or the project that justifies the Request.
- Certificate of Organization (PR State Department).
- Certificate of Existence (PR State Department).
- Certificate of Good Standing (PR State Department).
- Employer Identification Number (EIN).
- Corporate resolution (stamped with the entity’s official seal), authorizing the representative to act on its behalf.
- Audited financial statements for, at least, the previous three (3) years (only for development projects).
- Income Tax Returns Filing Certificate (PR Treasury Department).
- Negative Debt Certificate (PR Treasury Department).
- Copy of Income Tax Return for previous year.
- Employers Compliance Certificate, from the Puerto Rico Child Support Administration (ASUME by its Spanish acronym).
- Negative Debt Certificate for all Concepts, from the Municipal Income Collection Center (CRIM by its Spanish acronym).
- Certificate of authorization to do business in Puerto Rico, compatible with the project timeframe. (Applicable only if applicant is a of foreign corporation)
- Document of Exemption from the PR Office of Government Ethics (Applicable to government officials or employees).
- Credit reference (3)

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

- Proposed project sketches.
- Proposed project conceptual images.
- Proposed project Conceptual plans.
- Proposed project schematic drawings.
# PROPERTY LEASE 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.

### PROPOSITION:

- **INDIVIDUAL** X **CORPORATION**

## SECTION A: PROPERTY INFORMATION

<table>
<thead>
<tr>
<th>PROPERTY NAME:</th>
<th>TERM REQUESTED:</th>
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</thead>
<tbody>
<tr>
<td>MUNICIPALITY:</td>
<td>WARD: REQUESTED AREA:</td>
</tr>
<tr>
<td>PROPERTY ID NO.</td>
<td>SURVEY PLAN NO:</td>
</tr>
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</table>

**Socio-economic data of the proposed project:**

- NEW JOBS TO BE CREATED: 

- JOBS TO BE MAINTAINED: 

- DIRECT JOBS: 

- INDIRECTS JOBS: 

**USE:**

- AGRICULTURAL
- INSTITUTIONAL
- INDUSTRIAL
- COMMERCIAL
- OFFICE
- RESIDENTIAL

**TYPE OF FUNDING OR FINANCING:**

- EXPLAIN:

**DESCRIBE IMPROVEMENTS TO THE PROPERTY:** 

- YES
- NO

- EXPLAIN:

## SECTION B: INFORMATION ABOUT THE CORPORATION OR ENTITY

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>TYPE OF BUSINESS OR SERVICES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS STRUCTURE:</td>
<td>NUMBER OF EMPLOYEES:</td>
</tr>
<tr>
<td>EMPLOYER IDENTIFICATION NUMBER (EIN):</td>
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<tr>
<td>PHONE:</td>
<td>EMAIL:</td>
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<tr>
<td>FAX:</td>
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<tr>
<td>MAILING ADDRESS</td>
<td>PHYSICAL ADDRESS</td>
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ODAP-A-S-004
Rev. November 2019
**AUTHORIZED PERSON** TO ACT ON BEHALF OF THE ENTITY FOR THIS REQUEST’S PURPOSES:

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<tr>
<th>NAME:</th>
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**PRESIDENT or MANAGING PARTNER** OF THE ENTITY:

<table>
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<th>NAME:</th>
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**RESIDENT AGENT** OF THE ENTITY:

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<th>NAME:</th>
<th>PHONE:</th>
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**NAME OF MAIN PARTNERS OR MEMBERS OF THE BOARD OF DIRECTORS**

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