

CHECKLIST FOR TENANTS			
STEP 1	YES	NO	REMARKS
Letter from the owner informing the Admin about the new tenant			
Notarized Lease Contract			
Undertaking between Owner and FPA			
STEP 2- after 7 days of Step 1	YES	NO	REMARKS
1. Move in form filled up			
Signed by Owner with their contact details			
Signed by Broker with their contact details			
Signed by Tenant with their contact details			
2. Tenant information	YES	NO	REMARKS
2.1. If Tenant is a juridical person			
• Business Permit			
• General Information Sheet or Equivalent document for foreign juridical person			
• SEC Articles of Incorporation or Equivalent document for foreign juridical person			
2.2 If Tenant is a natural person	YES	NO	REMARKS
• For Philippine National - Government issued identification			
• For Foreign National			
Passport of Tenant			
ACR – Alien Certificate of Registration (original and xerox)			
Alien Employment Permit (original and xerox)			
3. Occupants' Information	YES	NO	REMARKS
• For Philippine National - Government issued identification			
• For Foreign National			
Passport of Occupant			
ACR – Alien Certificate of Registration (original and xerox)			
Alien Employment Permit (original and xerox)			
STEP 3	YES	NO	REMARKS
Verification of submission of documents required in Steps 1 and 2. Verification should have positive result.			
STEP 4	YES	NO	REMARKS
Gate pass of the things to be brought in the property			
Acknowledgement receipt by Tenant/Occupant of copy of latest FPA Rules and Regulations			
STEP 5	YES	NO	REMARKS
Application of FPA ID			
Tenants and occupants			
House helpers			
Drivers			
Others			
Application of approved number of vehicle sticker			
NOTE:			
• Vehicle should be registered under the name of the tenant			
• Vehicle registered in the name of a natural person other than the tenant, a certification from the owner that tenant can use the vehicle			
• Vehicle should be registered in the name of the juridical person, if so, certification of the juridical person authorizing tenant to use the same			