



One Culture, One Heart, Endless Hope!

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THE K-SQUARE CORP.

#1 First St. Corner Magsaysay Dr. Asinan, Olongapo City 2200

APPLICATION FORM FOR LEASING

Part 1: Applicant Information

Applicant Business Name:	
Owner/Representative Name:	
Business Address:	
Contact Number:	
Email Address:	
Tin No. (Tax Identification Number):	

Part 2: Business & Stall Details

Stall /Brand Name:	
Required Space (Sqm):	
Stall/Booth	☐ Retail ☐ Food & Beverage ☐ Office Space
Location Preference:	☐ 1st Floor ☐ 2nd Floor ☐ 3rd Floor ☐ 4th floor
Proposed product/Services:	
Target Market:	
Leased Duration:	

Part 3: Documentary Requirements Checklist

***For Existing Business:**

- ✓ Letter of Intent: addressed to the Lessor/Property Manager
- ✓ Business Registration: DTI Certificate (for single proprietorship) or SEC Registration & Articles of Incorporation (for partnerships/corporations)



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- ✓ Business/Mayor's Permit
- ✓ BIR Certificate of Registration (Form 2303)
- ✓ Company Profile / Brief Business Plan (including layout, improvements, and target revenue)
- ✓ Financial Capability: Latest Bank Statements or Financial Statements
- ✓ Government-issued Valid ID (of the owner or authorized representative)

***For New Business:**

- ✓ Letter of Intent: addressed to the Lessor/Property Manager
- ✓ Government-issued Valid ID (of the owner or authorized representative)
- ✓ Brief Business Plan (including layout, improvements, and target revenue)

****Note: For New Business, we do assist in processing business permit just provide us necessary requirements.***

Part 4: Terms and Certification

I hereby certify that all information provided in this application is true and correct. I authorize the Lessor/Property Management Office to verify the information provided and conduct background/credit checks. I understand that any misdeclaration may result in the disapproval of this application or the cancellation of the lease contract.

Signature Over Printed Name

Date Signed: _____

For inquiries please contact:

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