

**CHECKLIST OF REQUIREMENTS IN THE ISSUANCE OF MISCELLANEOUS LEASE  
APPLICATION (MLA); FORESHORE  
LEASE APPLICATION (FLA)**

MLA/FLA NO. \_\_\_\_\_  
 Applicant: \_\_\_\_\_  
 Lot No. \_\_\_\_\_  
 Area: \_\_\_\_\_  
 Location: \_\_\_\_\_

	<b>CHECKLIST</b>	<b>COMPLIANCE</b>	<b>DATE</b>	<b>REMARKS</b>
<b>1</b>	<b>Duly accomplished Application;</b>			
1.a	Application Fee;			
1.b	Documentary Stamp;			
1.c	Survey Claimant;			
1.d	If corporation Assn.;			
1.e	Verification by R.O.;			
1.f	Articles of Incorporation;			
1.g	Sketch at the back;			
1.h	SEC Reg./Certificate			
1.i	Certification of A & D			
1.j	By-Laws;			
1.k	Secretary Certificate board Resolution			
1.l	Feasibility study			
<b>2</b>	<b>PRELIMINARY INVESTIGATION REPORT</b>			
2.a	Sketch at the back			
2.b	Duly indorsed by CENRO			
2.c	Actual occupants & improvements			
2.d	Area is A & D			
2.e	Area is free from Claims and conflicts			
<b>3</b>	<b>APPRAISAL REPORT</b>			
3.a	BIR Zonal Valuation			
3.b	Tax Dec/Assessors Assessed Value;			
3.c	Sketch Plan with Location Map;			
3.d	Duly signed by the Committees;			
<b>4</b>	<b>COMMENT AND/ OR RECOMMENDATION DPWH District/City Engr;</b>			
4.a	PPA;			
4.b	LGU concerned;			
4.c	DOT (for Beach purposes only);			
<b>5</b>	<b>Recommendation approval of Appraisal and Request of Authority to Lease;</b>			
<b>6</b>	<b>Approval of Appraisal and Grant of Authority to Sell the land;</b>			
6.a	Approved Survey Plan;			
<b>7</b>	<b>Publication and Posting of Notice to Lease</b>			
7.a	Publication: Official Gazette(6 consecutive weeks)			
7.b	Newspapers (6 consecutive weeks) a. English b. Local Dialects/Spanish			
7.c	Posting -CENRO Bulletin Board			
7.c.1	-Provl. Mun./City Hall Building			
7.c.2	-Land Itself			
<b>8</b>	<b>Proof of Publication and Posting</b>			
8.a	Publication -Cert. of Affidavit of Publisher			
8.a.1	-Official Gazette			
8.a.2	-Official Receipt			
8.a.3	Newspaper -English -Local Dialect/Spanish			
8.b	Posting -Affidavit of Applicant			
8.b.1	-Cert./Affidavit of Provl., Mun./City Officials concerned;			
8.b.2	-Cert./Affidavit of CENRO concerned			
<b>9</b>	<b>Oral Bidding ( sealed with approved permit)</b>			
<b>10</b>	<b>Report of Bidding</b>			

<b>11</b>	<b>Order Award</b>			
<b>12</b>	<b>Proof of Payment of One Year Rental</b>			
<b>12.a</b>	-Official Receipt			
<b>12.b</b>	-DFIR			
<b>13</b>	<b>Lease Contract</b>			

**APPLICATION EVALUATION AND APPROVAL SHEET**