RCBC REALTY CORPORATION
RCBC Plaza Car Park

RCBC Realty Corporation

APPLICATION FORM

Date	Application Type ► ☐ Corporate ☐ Personal	TIN:	RCBC Plaza Tenant ☐ YES ☐ NO
Company Name RCBC			
Last Name	First Name	Middle Name	
Billing Address			
Phone No.	Mobile No.	Fax No.	Email:

Authorized Motor Vehicle Information

[if you have more than four (4) cars, you may add additional sheet to this form.

CAR#1	Plate No.	Make/Model Type	CAR#3	Plate No.	Make/Model Type
CAR#2	Plate No.	Make/Model Type	CAR#4	Plate No.	Make/Model Type

LTO Documents [Certified Copies]	☐ LTO CR No.	Registered Name
	☐ LTO OR No.	Date

Parking Slot Information

Parking type applying for :

☐ Reserved	The following are the type of parking slot, please indicate the number of slot applying for _____ Single _____Double _____Triple _____Total Reserved Slot
☐ Non-Reserved	_____ Total Non-Reserved Slot
☐ Motorcycle	_____ Total Motorcycle Slot
Date of Engagement:	[mm/dd/yyyy]

For Official Use ONLY [Assessment of Parking Dues]

Allocation Requested:	Approved Allocation:	Temporary Allocation:	Total Allocation:

Fixed Rent	Prorata computation	Php
One (1) Month Rent Deposit		
APC Deposit [P 1,000] each		
Others [please specify]		
Payment Due Date	Total Amount Due ►►►	Php

Payment/ made shall then be considered as an agreement to the terms and conditions indicated at the back governing the lease of the parking slot/s. Please make your check payable to RCBC Realty Corporation and present this form.	Signature of the Applicant Signature over printed name
Prepared By:[Parking Supervisor]	Approved By: [Parking Manager]

For Accounting Use

Billing Ref for the Parking Rent :		Billing Ref for the Deposit and APC :	
APC Control No.	Released to:		Date
Applicable Slot No.			

TERMS AND CONDITIONS

1. Lease of parking slots may only be approved and allowed by the Carpark Management upon payment of the following:
   - One (1) Month Security Deposit
   - RFID
2. Client shall be billed quarterly the total parking rental equivalent to three months lease, to be paid as follows:
   a. Date of payment shall be 5 days from receipt of billing but not to exceed 15 days from date of billing;
   b. Initial lease payment shall be made at the Basement 4, Parking Office; succeeding quarterly payments shall be made at the Treasury Department, PMO;
   c. All check payments shall be payable to RCBC REALTY CORPORATION.
3. Failure to pay after a reasonable notification shall result to DECODING (BLOCKING) of the Radio Frequency Identification (RFID) and the owner of the parking slot shall be treated as casual or hourly parker until all obligations are settled in full. The standard rental charges for parking slots are as follows:
   a. Single reserved slot - Php 3,500.00
   b. Double reserved slot – Php 6,000.00
   c. Triple reserved slot - Php 8,400.00
   d. Motorcycle - Php 500.00
4. Personal/Individual applications for the parking slots of individuals connected to organizations and/or company having tax exemption (Non-VAT) shall not be allowed to use its organization's tax privileges, unless the organization and/or company takes the full responsibility of paying the parking rental and any related charges. (BIR Requirements)
5. Pre-termination of lease of parking slots shall be subject to a (1) month notice prior to intended date of termination, which notice shall be issued in writing to the Parking Management. Otherwise, parking slot user shall pay the full amount of parking rental for the whole month.
6. Refund of one month security deposit shall be paid by check payable to the company or individual, upon clearance/settlement of outstanding accounts, less any costs/charges properly deductible therefrom.
7. RFID applications as well as applications for replacement of lost or damaged RFID shall be made at that Basement 4 Parking Office, cost as follows:
   a. Car 1 - Php 200.00
   b. Car 2 - Php 150.00
   c. Lost/Damaged RFID replacement - Php 150.00
8. The Client is entitled to use the approved parking slot/s only otherwise the same shall be considered as illegal parking, for which a fine of PHP 5,000-.00 shall be charged without prejudice to the right of the Management to undertake any further action to ensure that illegally parked vehicle does not obstruct traffic or does not prejudice another parker's right and privilege.
9. The Carpark Management may relocate the approved and allotted parking slot at any time subject to reasonable prior notice to the Client.
10. The Client shall use the Carpark facilities and occupy the designated parking slot with full understanding that it cannot hold the Carpark Management liable for any damages or loss of the vehicle, or any of its accessories or articles left therein or to any injury to his person as Client herein holds the Carpark management latter free and harmless from any loss or damage to the car or injury to his person.
11. Client shall be held liable for any damages he/she may cause to the facility or its accessories or to person or any property inside Carpark facility.
12. Any breach of the foregoing terms and conditions shall be a ground for the suspension of the parking privilege or the termination of the lease in accordance with the gravity, nature and frequency of the violation as contained in the Carpark Management's Table of Penalties.
13. Subject only a 30-day prior notice to the Client the Carpark Manager may terminate the lease of the parking slots at any time, without cause or for causes other than Section 12.
14. Carpark Management reserves the right to refuse entry to individuals who are found to have habitually violated any of the above conditions or those who display attitude which constitute a threat to safety, peace and security of the other parkers and the Carpark Management employees.

*I hereby acknowledge that I have read and understood the terms and conditions as stated above.*_____

Signature Over Printed Name/Date