



3. Renewal of the Sublease Agreement of Commercial and Office Space at the Bunker building

Facilitation of the nonrenewal of the sublease agreements at The Bunker.

Office or Division:	Bataan Public-Private Partnership and Investment Center / Local Economic Development and Investment Promotion Division
Classification:	Simple
Type of Transaction:	G2B - Government to Business Entity
Who may avail:	Sublessee

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		N/A		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Submits the Notice of Non-Renewal	1. Receives response from tenant and forwards it to Legal office	None	1 hour	<i>Project Development Officer II</i> Local Economic Development and Investment Promotion Division
2. Receives the Termination Letter	2. Issues Termination letter provided by Legal office and advises the Property Management Office (PMO)	None	2 hours	<i>Project Development Officer II</i> Local Economic Development and Investment Promotion Division
3. Checks the leased space	3. Advises PMO the hand over condition of the leased space for the exit inspection	None	2 hours	<i>Project Development Officer II</i> Local Economic Development and Investment Promotion Division
4. Releases the Deposit (For Private Locators)	4. Endorses to Accounting for the release of Security Deposit	None	1 hour	<i>Project Development Officer II</i> Local Economic Development and Investment Promotion Division
TOTAL:		None	6 hours	