



NEW HOUSING LEASE CONTRACT (HLC) AND RESIDENCE HALL AGREEMENT (RHA)

Date

TO: FAB Residents Division
Community Services Department
FAB, Mariveles, Bataan

SUBJECT: New HLC/RHA

Sir/Madam:

Please be informed that I would like to request for a new HLC/RHA in _____
_____, Brgy. _____, FAB, Mariveles, Bataan for a period of one year.
Rest assured of my cooperation and compliance with the Rules and Regulations of the
Authority.

Very truly yours,

(Lessee)

Checklist of Requirements

| Attachments | Clearances |
|---|--|
| <input type="checkbox"/> Barangay Clearance <input type="checkbox"/> Census of Occupants <input type="checkbox"/> Government issued Identification Card (<i>photocopy</i>) <input type="checkbox"/> Commitment Form for Solid Waste Management <input type="checkbox"/> Segregation Seminar/s | Finance Department Name and Signature _____ Date _____ |
| | TransCo Name and Signature _____ Date _____ |
| | |

Processing and Approval

| Processed and Evaluated by | Recommending Approval |
|--|---|
| Name, Designation, and Signature _____ | DONIA G. ALONZO Officer-in-Charge, Community Services Department |