

POSINCO Real Estate – RENTAL APPLICATION FORM

Rental Type? : Land Office Space Canteen Cruise Ship Complex - Office Space Kiosk Other

Business Type? : Sole Trader or Registered Business or Partnership

Were you ever or are you a Tenant of the Port Authority? Yes or No [Update Details?] * Required Info.

PRIMARY APPLICANT DETAILS (in BLOCK LETTERS)			Our Notes:
*First Name:			First, Middle Name
*Last Name:			Last Name
*Occupation:			(Owner, Manager, Director)
*Postal Address:			Must match Proof of Address
		*Zip Code:	6 Digits (TTPost assigned)
*Telephone No.	Home :		
Business / Mobile :			
Email Address:			
Business Name:			If Applicable.
Business Nature:			Nature of Business e.g. Food

SECONDARY APPLICANT or EMERGENCY CONTACT DETAILS

*First Name:			First, Middle Name
*Last Name:			Last Name
*Relation:			(Family, Business Partner)
*Postal Address:			Must match Proof of Address if 2 nd Applicant
		*Zip Code:	6 Digits (TTPost assigned)
*Telephone No.	Home :		
Business / Mobile :			
Email Address:			

The following documents will be required, but not limited to...

Please Tick box [✓] and attach required documents.		Land	Office	Canteen	CSC
*1	2 Valid Forms of Photo ID (National ID Card, Driver's Permit or Passport)	✓	✓	✓	✓
*2	Utility Bill for Proof of Address (not older than 3 months)	✓	✓	✓	✓
3	Bank/Financial Statement/Cash Flow (not older than 3 months)	✓	?	✓	✓
4	Valid Food Badge (If Applicable)	?	x	✓	?
5	Evidence of relevant experience in Food Industry (If Applicable)	?	x	✓	?
6	Police Certificate of Character (If Applicable)	?	?	✓	✓
7	Certificate of Registration (If Applicable)	Required if Applicable			
8	VAT Registration (If Applicable)	Required if Applicable			
9	Articles of Incorporation (If Applicable)	Required if Applicable			
10	Notice of Directors (If Applicable)	Required if Applicable			
11	Notice of Address (If Applicable) – Not the Port Authority Address	Required if Applicable			
12	Recommendations (from Last Landlord etc. if Applicable)	?	?	✓	✓
Signature:		Date: YYYY/MM/DD			

- Please note that completion and submission of this Application does not guarantee acceptance. Your application will be kept on file and contact made if and when an appropriate space becomes available.
- You may submit documents (1 & 2) and the rest on request. You can attach a letter with additional details.
- Submit Application to or contact the **Real Estate Officer, 2nd Floor, Port Authority Administration Building, Dock Road, Port of Spain. 101605**
Email: ramonak@patnt.com Phone: 1 868-623-2901/5 Ext. 326

