



Legislature of the Virgin Islands

#3022 Estate Golden Rock
Christiansted, U.S. Virgin Islands 00820

TEL: (340) 712-2364

FAX: (340) 712-2302

POST AUDIT DIVISION

July 11, 2024

MEMORANDUM

TO: Honorable Donna A. Frett-Gregory
Chairwoman, Committee on Budget, Appropriations, and Finance
35th Legislature of the Virgin Islands

FROM: Post Audit Division

SUBJECT: Lease Agreement

LESSOR: Department of Property and Procurement

LESSEE: Banco Popular de Puerto Rico

PREMISES : Lot No. 18b Norre Gade, Kings Quarter, St. Thomas, U. S. Virgin Islands, consisting of 85 U.S. square feet of interior space, known as Suite 102A, in a one-story masonry structure of 1,250 U.S. sq. ft residing on 10,006 U.S. sq. ft or 0.229 U. S. acres of improved land more-or-less and zoned "P"

TERM: Ten (10) year period, with an option to renew for (2) additional terms with (5) year period. Initial lease commences on the first day of the month following approval of the Legislature and the Governor of the U. S. Virgin Islands.

PURPOSE: The premises will be used to operate, maintain and service a banking automatic teller machine and any other related purposes within the Visitor's Welcome Center.

LEASE SUMMARY

BACKGROUND: No background information was received on this company. This proposed lease agreement will allow Banco Popular de Puerto Rico to operate, maintain and service a banking automatic teller machine and any other related purposes within the Visitor's Welcome Center.

Lease Agreement between Property & Procurement and Banco Popular de Puerto Rico

REQUIRED SUPPORTING DOCUMENTATION

DOCUMENT	EXPIRATION DATE
<i>Business License</i>	Received-7/11/2024
<i>Trade Name Registration</i>	Not Applicable
<i>Certificate of Liability Insurance</i>	Received-07/11/2024
<i>Certificate of Good Standing</i>	Received-07/11/2024

PAYMENT TERMS

The lease requires **\$18,000** per annum payable in equal monthly installments of **\$1,500** during the term of the lease. The annual rent shall commence on the first day of the month after the Reduced Rent period of twenty-four (24) months. Payments of annual rent or reduced rent shall be made in equal monthly installments in advance on the first day of every month during the term thereof, without any previous demand by Lessor, provided however, if possession of the premises is granted to the Lessee at a date after the first day of the month, then in such event the rent for such first month shall be prorated.

IMPROVEMENTS

Lessee shall not erect any improvements on the Premises or alter the Premises in any way without prior written consent obtained in each- and -every case from the Commissioner of Property and Procurement; in addition to whatever other licenses or permits are deemed necessary.

INSURANCE AND INDEMNITY

Under the terms of the lease the Lessee agrees to:

- Keep in force a policy of public liability and property damage insurance with limits of not less than:
 - One Million Dollars (\$1,000,000) property damage
 - One Million Dollars (\$1,000,000) for one person killed, and
 - One Million Dollars (\$1,000,000) for any number of persons injured or killed in any one accident.

All of said insurance shall be in a form satisfactory to Lessor and shall provide that it shall not be subject to cancellation, termination, or change, except after thirty (30) days prior written notice to Lessor.

ADDITIONAL INFORMATION

Detail information on the following items can be found in the attached lease agreement.

Items	Page
• Improvements	4-5
• Mechanic's Lien	5
• Insurance and Indemnity	6
• Entry by Lessor	7
• Condemnation	7-8
• Cancellation, Termination, Assignments, and Transfers	8-10
• General Terms and Condition	10-13

Lease Agreement between Property & Procurement and Banco Popular de Puerto Rico

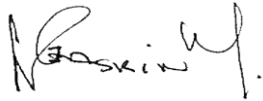
EXECUTIVE BRANCH APPROVALS

Signee	Title	Department	Date of Signature
Lisa M. Alejandro	Commissioner	Dept of Property & Procurement	05/24/2024
Rhea C. Gordon Esq	Attorney General Nominee	Department of Justice	06/24/2024
Hon. Albert Bryan Jr.	Office of the Governor	Office of the Governor	06/25/2024

CONCLUSION

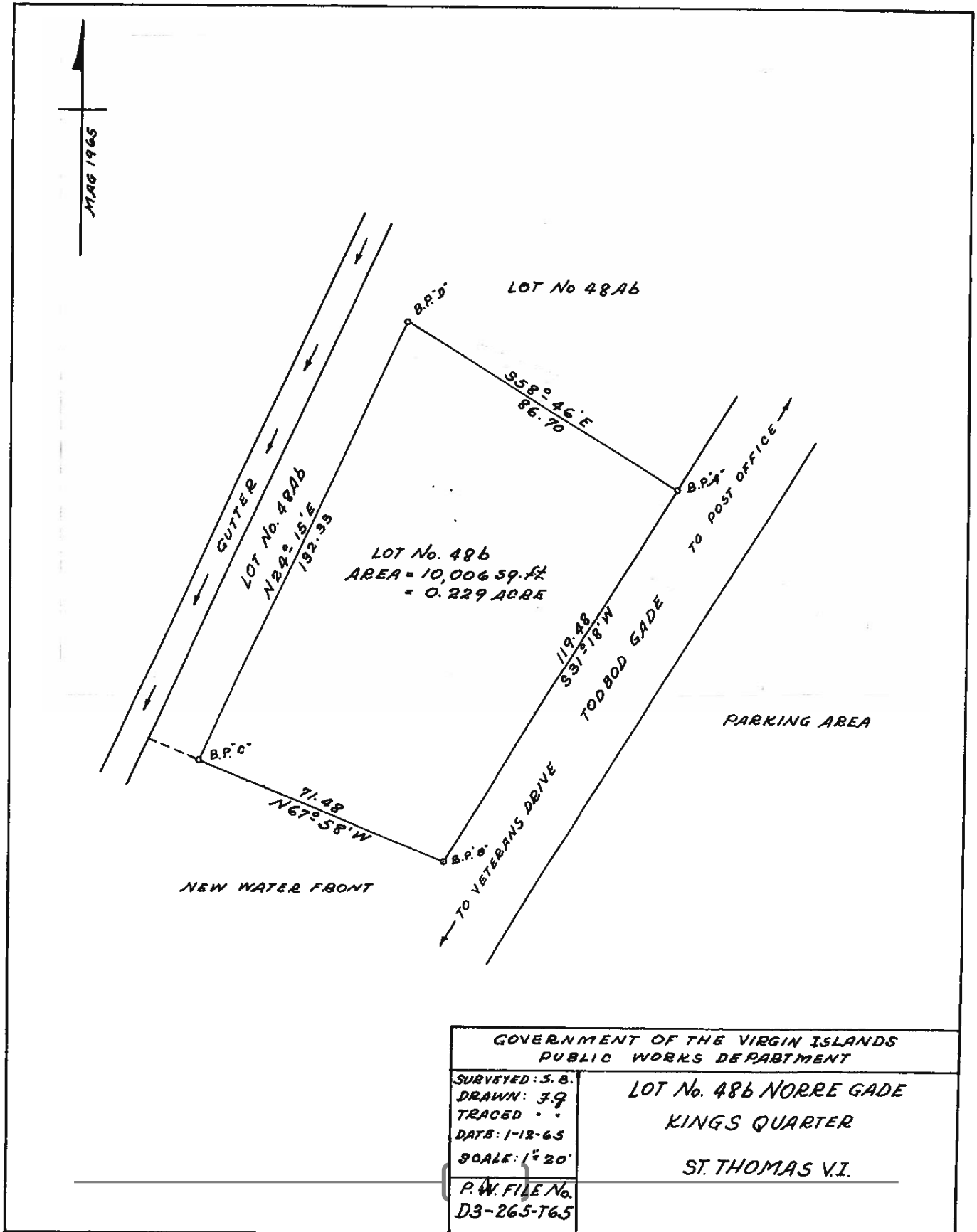
The Department of Property and Procurement has entered into a lease agreement with Banco Popular de Puerto Rico whose purpose is to operate, maintain and service a banking automatic teller machine and any other related purposes within the Visitor's Welcome Center. All licenses and certificates were in compliance with the laws and regulations of the Government of the Virgin Islands as of the date of the Governor's signature. The terms and conditions of the lease are consistent with other leases issued by the Department of Property and Procurement. Therefore, the Post Audit Division recommends approval of this lease between the Department of Property and Procurement and Banco Popular de Puerto Rico.

Submitted by: Odette Gordon



Wendell M. Gaskin, CFE
Post Auditor

Lease Agreement between Property & Procurement and Banco Popular de Puerto Rico



GOVERNMENT OF THE VIRGIN ISLANDS PUBLIC WORKS DEPARTMENT	
SURVEYED: S.B. DRAWN: J.G. TRACED: " " DATE: 1-12-65 SCALE: 1" = 20'	LOT No. 486 NORRE GADE KINGS QUARTER ST. THOMAS V.I.
P.W. FILE No. D3-265-T65	

Lease Agreement between Property & Procurement and Banco Popular de Puerto Rico

