

NATIONAL HOUSING AUTHORITY TRANSFER OF RIGHTS THROUGH HEREDITARY SUCCESSION OR DISPOSITION TO COMPULSORY HEIRS: RESIDENTIAL UNITS

CLIENTS: Awardees of Residential Units

REQUIREMENTS: Enumerated Below

FEES: Transfer Fee: For lot and/or Dwelling Units

Social lots	- Php	200.00
Economic lots	- Php	500.00
Condominium Units	- Php	1,000.00

**SCHEDULE OF AVAILABILITY
OF SERVICE:** Monday to Friday, 8 A.M. to 5 P.M.

Step	Client	Agency Activity/Action	Person/Office Responsible	Location of Office	Transaction Period ^{1/}	
					Duration of Activity	Day
1	Submits application with complete documentary requirements to Project Office	1. Evaluates documents and interviews applicant	EM Staff	Project Office	30 minutes	} Day 1
		2. Prepares/verifies/signs the following documents: <ul style="list-style-type: none"> a. Documentary requirements b. Proforma Notice of Approval and Notice to Pay c. Memo-request for prequalification or LIS updating to EMD 	EM Staff Head, EM Unit Project Manager	Project Office	1 day	

TRANSFER OF RIGHTS THROUGH HEREDITARY SUCCESSION OR DISPOSITION TO COMPULSORY HEIRS: RESIDENTIAL UNITS

		3. Transmits documents and records folder to AMO	EM Staff	Project Office		
		4. Reviews documents and forwards request for prequalification or LIS updating to EMD	Program Staff, AMO Head, AMO	Main Office	1 day	Day 2
		5. Processes and approves prequalification or LIS updating and forwards approval to AMO	EM Staff Manager, EMD	Main Office	1 day	Day 3
		6. Approves application/signs Notice of Approval	Head, AMO	Main Office	1 day	Day 4
		7. Transmits records folder to Project Office	Program Office, AMO	Main Office		
		8. Notifies applicant in writing of approval and payment of Transfer Fee within 5 days from receipt of Notice to Pay	EM Staff Project Manager	Project Office	½ day	Day 5
2	Receives Order of Payment and pays Transfer Fee	1. Issues Order of Payment	EM Staff	Project Office	5 minutes	} Day 6
		2. Issues Official Receipt	Cashier	Project Office	5 minutes	
	Accepts Notice of Approval	3. Issues Notice of Approval	EM Staff	Project Office	5 minutes	

^{1/} Period does not include transmittal time: NCR - 1 day, Regions - 1-3 days

REQUIREMENTS:

HEREDITARY SUCCESSION

1. Sworn Application Form for Transfer of Rights (secure Form from Project Office) -original
2. Death Certificate of Awardee (Civil Registry or NSO) - certified copy and 1 photocopy
3. Birth Certificates of Children (Civil Registry or NSO)
Substitute: Notarized Affidavit of two Disinterested Persons - certified copy and 1 photocopy
4. Marriage Certificate (Civil Registry or NSO) - certified copy and 1 photocopy
5. Notarized Extra Judicial Settlement (EJS) or Notarized Self-Adjudication (SA) - original duplicate copy
6. Affidavit of Publication of EJS or SA from a newspaper of general circulation. - original duplicate copy
7. Title in name of awardee, if applicable - RD-certified copy
8. Previous/ back titles, if any - RD-certified copy
9. If property is subdivided :
 - Approved Subdivision Plan - Blueprint copy
 - Technical Description of Resulting Lots. - Photocopy

Processing of EJS or SA is not a service provided by NHA. Clients are advised to engage the services of a Notary Public.

DISPOSITION TO COMPULSORY HEIRS (INTER VIVOS)

1. Following requirements under Transfer Through Hereditary Succession
Nos. 1, 3, 4, 7, 8 and 9
2. Transfer document - original or original duplicate copy
(Deed of Sale, Deed of Donation, Deed of Transfer/Conveyance, or
Waiver of Rights with appropriate consent from siblings, if applicable)

Original or certified copies with photocopy requirement shall be used for validation purposes only.