

NATIONAL HOUSING AUTHORITY

CANCELLATION OF CONDITIONS AND RESTRICTIONS ON TITLE: RESIDENTIAL UNITS

CLIENTS: Awardees/Buyers of Residential Units

- REQUIREMENTS:**
1. Letter-Request
 2. Certified Copy of TCT (Title)
 3. Photocopy of Latest Tax Declaration
 4. If Client is Represented by Attorney-in-Fact, duly Notarized Special Power of Attorney (SPA) and copy of a government-issued ID with picture and signature

Applications with incomplete requirements will not be accepted.

- FEES:**
1. Cancellation Fee: Five percent (5%) of Fair Market Value of the property per latest Tax Declaration but not less than Php 200.00
(Subject to adjustment based on previous transfer transactions)
 2. Notarial Fee : Php 100.00

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	
					Duration of Activity	Day
1	Submits letter-request with complete documentary requirements to Project Office	<ol style="list-style-type: none"> 1. Checks documents 2. Validates award against Lot Inventory System (LIS) data 3. Computes/verifies Cancellation Fee 	<p>EM Staff</p> <p>EM Staff</p> <p>EM Staff Head, EM Unit</p>	<p>Project Office</p> <p>Project Office</p> <p>Project Office</p>	} 30 minutes	} Day 1

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		<p>4. Prepares the following:</p> <ul style="list-style-type: none"> • Memorandum recommending cancellation of conditions/restrictions • Notice of Approval • Deed of Cancellation of Conditions and Restrictions (DCCR) 	EM Staff Project Manager	Project Office	1 day	Day 2
		5. Transmits documents and records folder and DCCR to AMO	EM Staff	Project Office		
		6. Reviews documents and endorses to AMO	Program Staff, AMO	Main Office	1 day	Day 3
		7. Approves application and signs Notice of Approval and DCCR	Head, AMO	Main Office	1 day	Day 4
		8. Sends (by fax) copy of Notice of Approval to Project Office	Program Staff, AMO	Main Office	30 minutes	} Day 5
		9. Notifies client in writing of approval and payment of fees	EM Staff	Project Office	½ day	
2	Receives Order of Payment and pays Cancellation Fee and Notarial Fee	<p>1. Issues Order of Payment</p> <p>2. Issues Official Receipt, forwards copy to EM staff</p> <p>3. Transmits (by fax) copy of OR to AMO</p>	EM Staff Cashier EM Staff	Project Office Project Office Project Office	5 minutes 5 minutes 2 minutes	} Day 6

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		<p>4. Forwards DCCR to Legal Department</p> <p>5. Notarizes DCCR and returns to AMO</p> <p>6. Transmits records folder to Project Office</p>	<p>Program Staff, AMO</p> <p>Staff and Manager Legal Department</p> <p>Program Staff, AMO</p>	<p>Main Office</p> <p>Main Office</p> <p>Main Office</p>	<p>30 minutes</p> <p>1 hour</p>	<p>Day 7</p>
3	<p>Receives Notice of Approval and 2 copies of DCCR</p>	<p>Releases Notice of Approval and 2 copies of DCCR</p>	<p>EM staff</p>	<p>Project Office</p>	<p>5 minutes</p>	<p>Day 8</p>