

# NATIONAL HOUSING AUTHORITY

## CANCELLATION OF CONDITIONS AND RESTRICTIONS ON TITLE: COMMERCIAL/ INDUSTRIAL UNITS

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**CLIENTS :** Buyers of Commercial/Industrial Units

**REQUIREMENTS:**

1. Letter-Request
2. Certified copy of TCT (title)
3. Photocopy of Latest Tax Declaration
4. If represented by Attorney-In-Fact: original copy of duly notarized Special Power of Attorney (SPA) and copy of a valid/current government-issued ID with picture and signature

**FEES:**

1. Cancellation Fee: Five Percent (5%) of Fair Market Value of the property per latest Tax Declaration but not less than Php200.00
2. Notarial Fee : 1/10 of 1% of the Selling Price but not less than Php500.00 for Selling Price Php 1 MILLION or below  
Php 2,000.00 for Selling Price above Php 1 MILLION

**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 <sup>1/</sup>	
					Duration of Activity	Day
1	Submits letter-request with complete documentary requirements to Project Office	<ol style="list-style-type: none"> <li>1. Checks documents; validates award</li> <li>2. Verifies nature of condition/ restriction and the restriction period. If not yet due, advises client when cancellation can be granted</li> </ol>	<p>BDM Staff</p> <p>BDM Staff Head, BDM Unit</p>	<p>Project Office</p> <p>Project Office</p>	30 minutes	Day 1

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		3. Computes/ verifies Cancellation Fee and Notarial Fee	BDM Staff Head, BDM Unit	Project Office	} 1 day	} 1 day
		4. Prepares/signs the following: <ul style="list-style-type: none"> <li>• Memorandum recommending cancellation of conditions/restrictions</li> <li>• Notice of Approval</li> <li>• Deed of Cancellation of Conditions and Restrictions (DCCR) -as witness</li> </ul>	BDM Staff Project Manager	Project Office		
		5. Transmits documents and records folder and DCCR to AMO	BDM Staff	Project Office		
		6. Reviews documents and forwards to Legal Department.	Program Staff, AMO Head, AMO	Main Office	1 day	Day 3
		7. Reviews documents and endorses to OGM	Staff and Manager, Legal Department	Main Office	1 day	Day 4
		8. Approves request, signs DCCR and returns to AMO	General Manager OGM Staff	Main Office	2 days	Day 5-6
		9. Sends (by fax) copy of Notice of Approval to Project Office	Program Staff, AMO	Main Office	30 minutes	} Day 7
		10. Notifies client in writing of approval and payment of fees	BDM Staff	Project Office	½ day	

<sup>1/</sup> Period does not include transmittal time: NCR - 1 day, Regions - 1-3 days

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<b>2</b>	Receives Order of Payment and pays Cancellation Fee and Notarial Fee	1. Issues Order of Payment	BDM Staff	Project Office	5 minutes	} Day 8
		2. Issues Official Receipt; forwards copy to BDM unit	Cashier	Project Office	5 minutes	
		3. Transmits (by fax) copy of OR to AMO	BDM Staff	Project Office	2 minutes	
		4. Forwards DCCR to Legal Dept.	Program Staff, AMO	Main Office	30 minutes	Day 9
		5. Notarizes DCCR and returns to AMO	Staff and Manager Legal Dept.	Main Office	1 hour	Day 10
		6. Transmits records folder to Project Office	Program Staff, AMO	Main Office		
<b>3</b>	Receives Notice of Approval and 2 copies of DCCR	Releases Notice of Approval and 2 copies of DCCR	BDM Staff	Project Office	5 minutes	Day 11

The following may be undertaken at the Main Office under AMO Supervision.

- Issuance of Notice of Approval
- Payment of fees
- Release of copy of DCCR