

NATIONAL HOUSING AUTHORITY

RELEASE OF TITLE: RESIDENTIAL UNITS


CLIENTS : Awardees /Buyers of Residential Units

REQUIREMENTS: Enumerated below

FEES: None

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 request form for release of title with complete documentary requirements to Project Office | 1. Checks the following: <ul style="list-style-type: none"> a. Accounting data certifying to full payment of lot account and other obligations b. Documents submitted 2. Notifies client to return after 5 working days | EM Staff EM Staff EM Staff | Project Office Project Office Project Office | 30 minutes | Day 1 |

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|--|--|--|-------------------------------------|-----------------------|---------------|---|
| | | <p>3. Prepares/signs the following:</p> <p>For DS Holders:</p> <ul style="list-style-type: none"> • Letter to Register of Deeds for annotation of restrictions on title, partial cancellation (if mother title) and exemption from payment of registration/entry fee • Letter to BIR on exemption from payment of capital gains tax, documentary stamp tax and other taxes and fees for issuance of Certification Authorizing Registration (CAR) of title • Letter to LGU for exemption from payment of transfer tax <p>For DSM Holders:</p> <ul style="list-style-type: none"> • Letter to Register of Deeds (RD) for annotation on title/ Cancellation of mortgage | <p>EM Staff Project Manager</p> | <p>Project Office</p> | <p>1 hour</p> |  <p>Day 2</p> |
| | | <p>4. Prepares/signs and sends (by fax) Memorandum-request for release of title to Records Division, GSD thru AMO</p> | <p>EM Staff Project Manager</p> | <p>Project Office</p> | <p>1 hour</p> | |

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|---|--|---|----------------------|----------------|------------|-------|
| | | 5. Releases title to authorized AMO/ Project Office representative on designated day | Records Officer, GSD | Main Office | 10 minutes | Day 3 |
| 3 | Awardee/DS holder receives NHA 's owner's duplicate copy of title and other documents upon submission of requirements | Releases the following: For DS holders: 1. NHA's Owner's Duplicate Copy of title 2. Technical description 3. Letter to Register of Deeds 4. Letter to BIR 5. Letter to LGU 6. Guide to further transactions for transfer of title For DSM holders : 1. Title 2. Letter to Register of Deeds | EM Staff | Project Office | 5 minutes | Day 4 |
| 4 | Awardee/DSM holder brings title, DCRREM and letter to RD for release and cancellation of the mortgage annotated on the title | | | | | |

REQUIREMENTS:

If claimant is awardee

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|----|---|------------------------|
| 1. | Notarized Deed of Sale (DS) or Notarized Deed of Cancellation of Release of Real Estate Mortgage (DCRREM) | original and photocopy |
| 2. | Valid /current Government-issued ID | original and photocopy |

If claimant is surviving spouse

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|----|---|------------------------------|
| 1. | Notarized Deed of Sale (DS) or Notarized Deed of Cancellation of Release of Real Estate Mortgage (DCRREM) | original and photocopy |
| 2. | Valid /current Government-issued ID | original and photocopy |
| 3. | Marriage Certificate (Civil Registry or NSO) | certified copy and photocopy |
| 4. | Death Certificate of Awardee (Civil Registry or NSO) | certified copy and photocopy |

If claimant is one of the heirs or sole heir (awardee deceased)

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|----|---|----------------------------------|
| 1. | Notarized Deed of Sale (DS) or Notarized Deed of Cancellation of Release of Real Estate Mortgage (DCRREM) | original and photocopy |
| 2. | Valid /current Government-issued ID | original and photocopy |
| 3. | Death Certificate of Awardee (Civil Registry or NSO) | certified copy and photocopy |
| 4. | Notarized Special Power of Attorney (SPA) stating claimant is authorized to represent the heirs to claim/retrieve/receive copy of title | original/original duplicate copy |
| 5. | Notarized Extra Judicial Settlement (EJS) or Notarized Self-Adjudication (SA) | original duplicate copy |

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| 6. Affidavit of Publication of EJS or SA from a newspaper of general circulation | original duplicate copy |
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If claimant is authorized representative of awardee

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| 1. Notarized Deed of Sale (DS) or Notarized Deed of Cancellation of Release of Real Estate Mortgage (DCRREM) | original and photocopy |
| 2. Valid /current Government-issued ID | original and photocopy |
| 3. Notarized Special Power of Attorney (SPA) stating claimant is authorized to represent awardee to claim/retrieve/receive copy of title | original/original duplicate copy |