

NATIONAL HOUSING AUTHORITY

RELEASE OF TITLE: COMMERCIAL/INDUSTRIAL UNITS

CLIENTS : Buyers of Commercial/Industrial Units

REQUIREMENTS: None

FEES: Notarial Fee: 1/10 of 1% of the Selling Price but not less than Php 500.00 for Selling Price of 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 ^{1/}	
					Duration of Activity	Day
1	Accomplishes/submits request form to Project Office	1. Checks Accounting Data certifying to full payment of account and other obligations	BDM Staff	Project Office	} 30 minutes	Day 1
		2. Notifies client to return after 3 working days	BDM Staff	Project Office		
2	Signs DS and Annexes with spouse if married, and witness and pays Notarial Fee	1. Issues Order of Payment	BDM Staff	Project Office	5 minutes	} Day 2-3
		2. Issues Official Receipt	Cashier	Project Office	5 minutes	
		3. Prepares/signs Deed of Sale (DS) and Annexes	BDM Staff Project Manager	Project Office	2 days	
		4. Prepares Memo-request to Records Division, GSD for release of title	BDM Staff	Project Office	30 minutes	

RELEASE OF TITLE: C/I UNITS

		5. Transmits DS with records folder to AMO	BDM Staff	Project Office		
		6. Reviews DS and forwards to Legal Department	Program Staff, AMO Head, AMO	Main Office	1 day	Day 4
		7. Reviews DS and endorses to OGM	Staff and Manager Legal Department	Main Office	1 day	Day 5
		8. Signs DS and Annexes and returns to Legal Department	General Manager OGM Staff	Main Office	2 days	Day 6-7
		9. Notarizes DS and forwards to AMO	Staff and Manager Legal Dept	Main Office	30 minutes	Day 8
		10. Transmits all documents and records folder to Project Office	Program Staff AMO	Main Office		
3	Receives 5 copies of DS and Annexes and have DS notarized; Submits 3 copies to Project Office	1. Releases 5 copies of DS	BDM Staff	Project Office	5 minutes	} Day 9
		2. Receives 3 copies of notarized DS	BDM Staff	Project Office	5 minutes	
		3. Signs /transmits 1 copy of DS and Memo-request for release of title to Records Division, GSD	BDM Staff Project Manager	Project Office		
		4. Releases title to authorized AMO/ Project Office representative on designated day <ul style="list-style-type: none"> • For lots with individual title: Owner's Duplicate Copy of TCT • For lots covered by Mother Title: Certified copy of Mother Title 	Records Division, GSD	Main Office	10 minutes	Day 10

¹Period does not include transmittal time: NCR - 1 day, Regions - 1-3 days

RELEASE OF TITLE: C/I UNITS

4	Receives all documents for registration of title	Releases the following: For lots with Individual Title: <ul style="list-style-type: none">• Owner's Duplicate Copy of title• Letter to Register of Deeds for title registration and annotation of restrictions on title For Lots Covered by Mother Title <ul style="list-style-type: none">• Certified Copy of Mother Title• Letter to Register of Deeds for Partial Cancellation of Title	EM Staff	Project Office	5 minutes	Day 11
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1. The following may be undertaken at the Main Office under AMO supervision
 - Payment of fees
 - DS signing and notarization
 - Release of title and all documents required for title registration
2. NHA Main Office notarization is subject to scheduling and payment of Notarial Fee.