



OFFICE OF THE PRESIDENT
NATIONAL HOUSING AUTHORITY

Date: _____

REQUEST FORM

A. CERTIFICATION FOR AWARD

Requirement/s:

- Any one Government-issued picture ID with signature

Applicant's Signature

B. REQUEST FOR PERMIT TO MORTGAGE

Requirement/s:

If requesting party is awardee

- Any one Government-issued picture ID with signature
 Title in the name of awardee

Applicant's Signature

Spouse's Signature

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

- Title in the name of awardee - *RD-certified copy*
 Death certificate of awardee (Civil Registry or NSO) - *certified copy*
 Notarized Deed of Extra Judicial Settlement (EJS) or Notarized Self-Adjudication (SA) - *original duplicate copy*
 Affidavit of Publication of EJS or SA from a newspaper of general circulation - *original duplicate copy*

Applicant's Signature

C. REQUEST FOR PERMIT TO RE-SUBDIVIDE

Requirement/s:

- Proposed Subdivision Plan (BL Form signed by the awardees/prospective awardees and Geodetic Engineer)

Applicant's Signature



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(Date)

PERMIT TO MORTGAGE

Re: Lot __, Block __, Psd _____
Project _____

Dear _____:

Please be informed that your request for permission to mortgage the above-cited lot located in _____ with an area of _____ (____ sqm.) covered by TCT No. _____ of the Registry of Deeds for _____ is hereby **GRANTED** subject to the following conditions:

1. Payment of the permit to mortgage fee in the amount of Php 200.00;
2. This permit is valid only for a period of ninety (90) days from the date of receipt hereof; and
3. In the event of foreclosure prior to transfer of title in the name of the buyer, a corresponding fee shall be paid to the NHA in accordance with the existing policy of the corporation.

Very truly yours,

By Authority of the General Manager

Project Manager, _____

OR No. _____
OR Date _____
Amount Paid _____