



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



OFFICE OF THE PRESIDENT
NATIONAL HOUSING AUTHORITY

(Date)

PERMIT TO RE-SUBDIVIDE

Re: Lot __, Block __, Psd _____

Project _____

Dear _____:

Please be informed that your request for permit to re-subdivide 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 subdivide fee in the amount of Php 200.00;
2. The subdivision hereof shall conform to the subdivision laws, rules and regulations of the Housing and Land Use Regulatory Board, the Land Management Services-DENR, the Local government of _____, and the Land Registration Authority.

Very truly yours,

Project Manager, _____

OR No. _____
OR Date _____
Amount Paid _____



OFFICE OF THE PRESIDENT
NATIONAL HOUSING AUTHORITY

(Date)

Registrar
Registry of Deeds

PERMIT TO RE-SUBDIVIDE

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

Sir/Madam:

With reference to the above-mentioned lot, please be informed that the re-subdivision of the above-stated lot as approved by the Land Management Services, Department of Environment and Natural Resources (DENR) under Survey No. _____, is hereby CONFIRMED.

Further, this Office interposes no objection to the issuance of the individual certificate of titles by the Registry of Deeds based on _____ subject to the following conditions:

1. Payment of a service fee in the amount of Php 200.00 payable to the National Housing Authority;
2. The subdivision hereof shall conform to the subdivision laws, rule and regulations of the Housing and Land Use Regulatory Board, the Land Management Services-DENR, the Local Government of _____, and the Land Registration Authority.

For consideration

Very truly yours,

Project Manager, _____