

NATIONAL HOUSING AUTHORITY PERMIT TO MORTGAGE

CLIENTS: Awardees of Residential Units

REQUIREMENTS: Enumerated Below

FEE: Permit to Mortgage Fee: Php 200.00

**SCHEDULE OF AVAILABILITY
OF SERVICE:** Monday to Friday, 8:00 A.M. to 5:00 P.M.

Step	Client	Agency Activity/Action	Person/Office Responsible	Location of Office	Transaction Period ^{1/}	
					Duration of Activity	Day
1	Submits application with complete documentary requirements to Project Office	1. Evaluates application and supporting documents and prints proforma Notice of Approval	EM Staff Head, EM Unit	District/Project Office	30 minutes	} Day 1
		2. Approves application and Signs Notice of Approval	Regional/ District Manager	Regional/District Office	1 day	

2	Receives Order of Payment and pays Transfer Fee	1. Prepares/signs and issues Order of Payment	EM Staff, Project Manager	District/Project Office	5 minutes	} Day 1
		2. Issues Official Receipt	Cashier	Project Office	5 minutes	
	Accepts Notice of Approval	3. Issues Notice of Approval	EM Staff	Project Office	5 minutes	

^{1/} Period does not include transmittal time: NCR - 1 day, Regions: 1-3 days

REQUIREMENTS:

If requesting party is awardee

- 1. Letter-Request (signed by both spouses, if married) -original
- 2. Title in the name of awardee - RD-certified copy
- 3. Any one Government-issued picture ID with signature

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

- 1. Letter-Request -original
- 2. Title in the name of awardee -RD-certified copy
- 3. Death Certificate of awardee (Civil Registry or NSO) -certified copy
- 4. Notarized Deed of Extra Judicial Settlement (EJS) or Notarized Self-Adjudication (SA) -original duplicate copy
- 5. Affidavit of Publication of EJS or SA from a newspaper of general circulation -original duplicate copy