

**CHECKLIST OF REQUIREMENTS
PERMIT TO MORTGAGE**

Complete/Incomplete documents submitted

Requirements		Copy Required		Mark (x) if NOT submitted
If request party is awardee:				
1	Letter-Request (signed by both spouses, if married)	original	for submission	
2	Title in the name of awardee	RD-certified copy	for validation	
3	Any one Government-issued picture ID with signature	original & photocopy	for validation & for submission	
If the requesting party is one of the heirs or sole heir (awardee deceased):				
1	Letter-Request	original	for submission	
2	Title in the name of awardee	RD-certified copy	for validation	
3	Death Certificate of awardee (Civil Registry or NSO)	certified copy	for submission	
4	Notarized Deed of Extra Judicial Settlement (EJS) or Notarized Self-Adjudication (SA)	original duplicate copy	for submission	
5	Affidavit of Publication of EJS or SA from a newspaper of general circulation	original duplicate copy	for submission	

The applicant is hereby informed/advised to:

- 1. Submit the lacking documents marked as (x), as soon as available.**
- 2. Original and certified copies with photocopy requirement are for validation purposes only.**
- 3. NHA action on request shall start only after submission of complete documentary requirements.**

I understand and will submit the lacking documents.

Action taken by:

Signature over printed name
Applicant

Signature over printed name

Date

Designation

Date

Noted by:

Signature over printed name
Head/Supervisor

Date

*Government issued ID (Driver's License, Postal ID, Voter's ID, GSIS/SSS/Philhealth/NBI/Police Clearance/Office ID), barangay certification/DSWD certification

To be accomplished in 2 copies: copy 1 – applicant; copy 2 – Project Office file