

List of Pro-forma Forms for the Citizen's Charter of NHA's Frontline Services

A. Residential Units

1. Award of Residential Units

- 1.1. Sworn Application Form
- 1.2. Individual Notice of Award
- 1.3. Notice of Confirmation of Previous Award
- 1.4. Notice of Disapproval of Application for Award
- 1.5. Order of Payment/Clearance to Pay
- 1.6. Data Required to Support the Final Deed of Sale
- 1.7. Checklist of Requirements

2. Transfer of Rights through Hereditary Succession or Disposition to Compulsory Heirs

- 2.1 Sworn Application Form
- 2.2 Notice to Pay for Transfer of Rights
- 2.3 Notice of Approval for Transfer of Rights through Hereditary Succession
- 2.4 Notice of Approval for Transfer of Rights to Compulsory Heirs
- 2.5 Checklist of Requirements :Transfer of Rights through Hereditary Succession
- 2.6 Checklist of Requirements: Transfer of Rights to Compulsory Heirs

3. Cancellation of Conditions and Restrictions on title

- 3.1 Notice of Approval for Cancellation of Conditions and Restrictions
- 3.2 Deed of Cancellation of Conditions/Restrictions
- 3.3 Checklist of Requirements : Cancellation of Conditions and Restrictions on Title

4. Release of Title

- 4.1 Letter to Register of Deeds for annotation of Restrictions on Title
- 4.2 Letter to Register of Deeds for Registration of DCRREM
- 4.3 Letter to BIR on exemption from payment of fees
- 4.4 Guide to further transactions for transfer of Title to Awardee
- 4.5 Checklist of Requirements – Release of Title