

**NATIONAL HOUSING AUTHORITY
TECHNICAL ASSISTANCE FOR LAND ACQUISITION UNDER THE COMMUNITY MORTGAGE PROGRAM**

CLIENTS: Community Associations (CA)/Informal Settlers

REQUIREMENTS: Enumerated below

FEES: None

SCHEDULE OF AVAILABILITY OF SERVICE: Monday to Friday, 8 A.M. to 5 P.M. (and Weekends as Scheduled)

Step	Client	Agency Activity/Action	Person/Unit Responsible	Location of Office	Transaction Period ^{1/}	
					Duration of Activity	Day
1	Submits letter –request with complete documentary requirements	Interviews CA applicant; reviews documents; informs CA of schedule of orientation	ComRel Staff	Project Office	½ day	Day 1
2	Attends orientation session	1. Conducts orientation	ComRel Staff	Project area	4 hours	} Day 2
		2. Conducts site inspection	Technical Staff	Project area	As agreed with CA	
		3. Prepares MOA; packages documentary requirements	ComRel Staff	Project Office	2 days	Day 3-4
		4. Transmits CA folder to AMO	ComRel Staff	Project Office		
		5. Reviews and endorses to CBTAPCC/CRIOD	Program Staff, AMO Head, AMO	Main Office	1 day	Day 5
		6. Evaluates project on legal, technical, financial and CA readiness aspects	CBTAPCC/CRIOD	Main Office	2 hours	Day 6

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

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		7. Prepares/signs Minutes of Meeting, CBTAPCC Resolution and forwards to AMO	CBTAPCC Secretariat	Main Office	2 hours	Day 7
		8. Transmits MOA to Project Office	Program Staff, AMO	Main Office		
		9. Notifies CA in writing of approval and notarization of MOA	ComRel Staff	Project Office	½ day	Day 8
3	Signs MOA , have MOA notarized and returns 6 sets of MOA to Project Office	1. Releases 6 sets of MOA to CA	ComRel Staff	Project Office	5 minutes	Day 9
		2. Accepts and transmits MOA to AMO	ComRel Staff	Project Office		
		3. Forwards entire folder to OGM	Program Staff, AMO	Main Office	1 day	Day 10
		4. Signs MOA and returns to AMO	General Manager OGM Staff	Main Office	2 days	Day 11-12
		5. Forwards MOA to Legal Department	Program Staff, AMO	Main Office	10 minutes	} Day 13
		6. Notarizes MOA and returns to AMO	Staff and Manager, Legal Department	Main Office	1 day	
		7. Transmits 5 sets of documents to SHFC	Program Staff, AMO	Main Office	1 day	Day 14
		8. Notifies CA in writing of status of loan approval as information from SHFC is provided	ComRel Staff	Project Office	½ day	Day 15
4	Receives SHFC Notice of loan approval					

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REQUIREMENTS

1. Letter-Request

2. CA-Related documents

- Masterlist of Beneficiaries
- CA HLRB Certification (photocopy)
- CA Articles of Incorporation and By-Laws(photocopy)
- CA Board Resolution authorizing the President to negotiate for the acquisition of land (photocopy)
- Letter of Commitment signed by all CA members
- Proof of Savings
- Financial History
- Other documents required by the Social Housing Finance Corporation (SHFC)

3. Land-Related Documents

- CA Offer to Purchase Property
- Price Offer of Landowner
- Title (copy certified by Register of Deeds)
- BIR Zonal Valuation
- Land Appraisal Report by private appraiser (photocopy)
- Certified true copy of Tax Declaration
- Latest tax receipts /certified copy of Tax Clearance
- Location Plan/Vicinity Map
- Topographic Map (if required)
- Approved Subdivision Plan
- Preliminary Approval and Location Clearance(if available)
- Data on water and power source
- Data on road Right-of-Way