



INVITATION TO APPLY BY THE AUTHORITY Under Lease With Option To Purchase

Caloocan District Office

(For Commercial and Institutional lots with Valid Lease Rates and Selling Prices
as of August 12, 2020)

The **NATIONAL HOUSING AUTHORITY (NHA)**, through the **CALOOCAN DISTRICT OFFICE with office address at** Phase 1, Package 1, Bagong Silang, Caloocan City, is inviting all actual illegal occupants, who are at the same time structure owners on commercial and institutional lots located in **Bagong Silang or Tala Housing Project**, to apply online. The applicant may submit their application to the District Office, but online registration of application is still required.

Steps for Application

1. Secure the following forms from the NHA Official Website (www.nha.gov.ph) or at the NHA Caloocan District Office:

1.1 Sworn Letter of Intent (SLOI)

CIE SLOI Form 1 (for Individual/Single Proprietorship)

CIE SLOI Form 2 (for Partnership/Corporation/Sole-Corporation/Other Non-Profit Organizations)

1.2 Occupancy Verification Form (CIE OVF)

2. Complete the forms provided in the NHA Official Website (www.nha.gov.ph) or secured from the NHA Caloocan District Office. All applications submitted online shall be submitted in PDF.
3. Send the appropriate CIE SLOI Form and CIE OV Form with complete supporting documents through e-mail at cdocie.emu2020@gmail.com
4. The applicant will receive either a Notice of Award (NOA) if their application is approved, or a Notice of Disapproval if not qualified via Text Message/E-mail/Registered Mail.

Incentive Package Offered for Applicants

The **compliant applicant**, who will respond to the Invitation to Apply by the District Office **within sixty (60) calendar days** reckoned therefrom, has the privilege to avail of the **Incentive Package** offered below:

1. For Lease Terms

- The initial payment shall be equivalent to one (1) month deposit and one (1) month advance rental based on the lease rate for the first year of the lease term.
- Allow the lessee to pay the required second (2nd) month deposit on a staggered basis by paying the same at least in equal monthly installment within the remaining months of the first (1st) year of the lease term, free of delinquency interest charges.

- Allow automatic application of the deposit should the Lessee misses to pay one (1) month rental:
 - May be granted once a year only starting on the second year of the lease term in order to free up the lessee from delinquency interest charges;
 - the amount of deposit applied shall be replenished by the Lessee within three (3) months thereafter; and
 - subject to the condition that the Lessee had not incurred arrearages within the used life of the lease term.

2. When Option to Purchase shall be exercised

- **Selling Price with incentive**

To avail of the valid selling price of the lot at the time the Lease with Option to Purchase Award was approved, less the **“One-time Ten Percent (10%) Occupancy Fee”**

- **Down payment with incentive**

To credit the amount equivalent to **“twenty five (25%) of the complete/ full lease payments made”** within the approved lease period to the down payment of the Total Selling Price (TSP) of the lot

- **Payment of the Balance of TSP**

It shall be consistent with Board Resolution No. 6645 dated 31 January 2020 as implemented under Memorandum Circular No. 2020-019 dated 28 February 2020.

Failure to apply under this mode of disposition within the prescribed **sixty (60) calendar days** reckoned from date of receipt of Invitation to Apply by the District Office, shall not entitle the applicant to the abovementioned incentives.

For queries please contact the Caloocan District Office, c/o Judith B. Teovisio, /Delia S. Sarmiento, at telephone no. **(02) 7506 6941** or mobile no. **0919 073 4362/0906 377 2955**.

Thank you.

MAURA D. AGGARAO
Acting District Manager
Caloocan District Office

NOTED BY:

RECEIVED BY:

ALBERT A. PERFECTO
Regional Manager
North Sector

Printed Name and Signature
Date: _____