



## **FINANCIAL MANAGEMENT DEPARTMENT (Fund Sourcing Division-FSD)**

### **External Services**

<b>2. MORTGAGE TAKE-OUT OF ACCOUNTS UNDER GUARANTEE DEPOSIT</b>					
FMD accommodates and coordinates the request of Regional Office, District office and concerned beneficiaries regarding the status of Transfer Certificate of Titles (TCTs). The National Home Mortgage Financing (NHMFC) validates the status of TCTs by issuing signed certification.					
<b>Office or Division:</b>		Fund Sourcing Division - FSD			
<b>Classification:</b>		Direct Services/Technical Assistance			
<b>Type of Transaction:</b>		Government-to-Citizen (G2C) and Government to Government (G2G)			
<b>Who may avail:</b>		Requesting NHA employees and borrowers/beneficiaries			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
1. List of names with Blk, Lot, Survey No. and TCT No.			Requesting Party		
2. Request thru RDTF and Memorandum					
<b>CLIENT STEPS</b>		<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>1</b>	<b>Region Office, District Office, Borrower/ Beneficiary</b> Prepares requests for the status of TCT thru RDTF and Memorandum.		None	1 Day	NHA Accountable Officer Borrower
<b>2</b>	<b>Region Office, District Office, Borrower/ Beneficiary</b> Submits to FMD the following: a. Request RDTF and Memorandum b. List of TCT details	2.1 Evaluates the request of the Regional/District/borrower/ beneficiaries.	None	1 Day	FSD: Financial Planning Specialist/ Sr. Financial Planning Analyst
		2.2 Coordinates and validates the request thru phone calls.			



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2.3 <b>The Regional/District Offices</b> representative informs the borrower the release of TCT, Deed of Sale and prepares acknowledgment receipt for signature of the borrower.			Regional/District Offices representative  EM Personnel
3	<b>NHMFC</b> Receives the request from FMD-FSD.	3.1 Coordinates the request with NHMFC: a. Notify thru phone call b. Email the request list provided	None	2 Days	FSD: Financial Planning Specialist/ Sr. Financial Planning Analyst
4	<b>NHMFC</b> Evaluates and validates accounts if included in their masterlist.	4.1 Follow-up the request thru phone calls and email.	None	5 working days	FSD: Financial Planning Specialist/ Sr. Financial Planning Analyst
5	<b>NHMFC</b> Forwards their response thru email: a. Signed Certification for accounts confirm in their custody. b. Status of the TCT accounts not in their custody.	5.1 Acknowledge receipts of submitted documents.	None	Within the day	FSD: Financial Planning Specialist/ Sr. Financial Planning Analyst



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6	Region Office, District Office, Borrower/ Beneficiary receives the documents submitted by NHMFC	6.1 Review and evaluates the documents submitted by NHMFC.	None	1 day	FSD: Financial Planning Specialist/ Sr. Financial Planning Analyst
		6.2 Prepares RDTF and Memorandum to requesting party attached the signed Certification/ status of TCTs received from NHMFC.			
7	CRD-GSD	7.1 Provides copy to Communication Records Division of General Services Dept. (CRD-GSD) for updating their records status of owners Transfer Certificate of Titles (TCTs) and to issue clearance on accountable concerned NHA employees that the subject TCTs are already in the custody of NHMFC.	None	1 day	FSD: Financial Planning Specialist/ Sr. Financial Planning Analyst
		<b>TOTAL</b>	None	12 days	