



ESTATE MANAGEMENT DEPARTMENT

External Services

1. PERMIT TO MORTGAGE	
Applicability: Awardees who have been issued Transfer Certificates of Title (TCTs) where the annotated restriction/condition is still within the restrictive period or where the restriction is perpetual in nature.	
Office or Division:	District Offices
Classification:	Simple
Type of Transaction:	G2C- Government-to-Citizen
Who may avail:	Awardees of Residential Units
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
If requesting party is awardee	
1. Letter-Request (signed by both spouses, if married) -1 original (pro-forma)	NHA District Office
2. Title in the name of the awardee - 1 copy RD certified	Registry Deeds
3. Any two (2) Government-issued ID	Concerned Agency
4. Marriage Contract (if married) / Birth Certificate (if single)	Civil Registry/ Philippine Statistics Authority (PSA)
If the requesting party is one of the heirs or sole heir (awardee deceased)	
1. Letter-Request - 1 original, 1 photocopy	NHA District Office
2. Title in the name of awardee - 1 copy certified by RD	Registry of Deeds
3. Death Certificate of awardee - 1 certified copy	Civil Registry/ PSA
4. Notarized Deed of Extra Judicial Settlement (EJS) or Notarized Self-Adjudication (SA) - original and duplicate copy	Law Office/Attorney
5. Affidavit of Publication of EJS or SA from a newspaper of general circulation - original and duplicate copy	Classified Ads Manager/authorized officer of Publishing Company
6. Any two (2) Government-issued IDs - Photocopy with 3 specimen signature	Concerned Government Agency
7. Marriage Contract (if married) / Birth Certificate (if single)	Civil Registry/ PSA



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
List of Acceptable Government-Issued ID					
Driver's License		Land Transportation Office (LTO)			
Postal ID		Philippine Postal Corporation (PHILPOST)			
Voter's ID		Commission on Elections (COMELEC)			
Passport		Department of Foreign-Affairs (DFA)			
GSIS/SSS/PHILHEALTH/PAG-IBIG Card/UMID		GSIS/SSS/PHILHEALTH/PAGIBIG			
NBI/Police Clearance/ID		National Bureau of Investigation (NBI)/Police Station			
Government Office I.D.		Government Office where applicant works			
Barangay Certification with Picture		Secretary's Office-Barangay Hall			
DSWD Certification/ Solo Parent ID		City/Municipal Social Welfare and Development (C/MSWD)			
PRC/IBP/OWWA		PRC/IBP/OWWA			
Senior Citizen ID		Local Office of the Senior Citizen Affairs (OSCA)			
Persons with Disabilities (PWD) ID		Office of the Mayor/Office of the Brgy. Captain/ National Council on Disability			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1	Submits Letter-Request and other documentary	1.1 Evaluates application and supporting documents and prints pro-forma notice of approval	None	30 mins	EM Staff (EMS/ES), DO
		1.2 Prepares/signs the following documents: If the requesting party is awardee - Approves application and signs Notice of Approval. - Prepares Order of Payment for Permit to Mortgage Fee - Signs and issues Order of Payment	None	2 days	EM Staff (EMA/EMS/ES) District Manager, DO District Manager, DO EM Staff (EMS/ES), DO



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
		If the requesting party is one of the heirs or			
		Processes request for transfer of rights - Issues Notice of approval of Tranfer of Rights - Prepares Order of Payment for TR Fee - Approves application and signs Notice of Approval.			EM Staff (EMS/ES), DO EM Staff (EMS/ES), DO District Manager
		- Prepares Order of Payment for Permit to Mortgage Fee - Prepares/signs and issues Order of Payment			EM Staff (EMS/ES), DO
2.1 If requesting party is awardee					
- Accepts Notice of Approval for Permit to Mortgage	2.1.1	Issues Notice of Approval for Permit to Mortgage	None	15 mins	EM Staff (EMS/ES), DO
Receives Order of Payment and pays	2.1.2	Issues Order of Payment	None	15 mins	EMS Staff (EMA/EMS/ES), DO
- Permit to Mortgage Fee	2.1.3	Issues Official Receipt	Permit to Mortgage Fee:Php200.00	15 mins	EM Staff (EMA/EMS/ES), DO / Cashier
2.2 *If requesting party is one of the heirs or sole heirs					
- Accepts Notice of Approval for Transfer of Rights	2.2.1	Issues Notice of Approval for Transfer of Rights	None	15 mins	EMS Staff (EMA/EMS/ES), DO



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
-	Accepts Notice of Approval for Permit to Mortgage	2.2.2	Issues Notice of Approval for Permit to Mortgage	None	15 mins	EM Staff (EMS/ES), DO
-	Receives Order of Payments and pays Transfer Fee and Permit to Mortgage Fee	2.2.3	Issues Official Receipt	social lot - 200.00/ eco lots - 500/ condo units - 1,000.00	15 mins	Cashier
TOTAL				PTM Fee: Php200.00 and applicable *TR Fee	2 days, 2 hrs	
<p>NOTE: Processing time excludes the transmittal time of documents from DO to RO, to Main Office & vice-versa</p>						