



## ESTATE MANAGEMENT DEPARTMENT

### External Services

<b>7. RELEASE OF TITLE: RESIDENTIAL UNITS</b>	
Processing the release of the Individual Transfer Certificate of Title (TCT) after full payment and execution of the Deed of Sale (DS) or DCRREM pertaining to the awarded lot.	
<b>Office or Division:</b>	District Offices
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C- Government-to-Citizen
<b>Who may avail:</b>	Awardees of Residential Units
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>If claimant is awardee:</b>	
1. Notarized Deed of Sale (DS) or Notarized Deed of Cancellation of Release of Real Estate Mortgage (DCRREM) - original copy	Executed by the awardee at District Office note: awardee does not sign the dcrrem
2. Any two (2) Government-issued ID of awardee with signature	Concerned Agency
<b>If claimant is authorized representative of awardee (living):</b>	
1. Notarized Deed of Sale (DS) or Notarized Deed of Cancellation of Release of Real Estate Mortgage (DCRREM) - original copy	Executed by the awardee at District Office
2. Any two (2) Government-issued ID of awardee and attorney-in-fact with signature	Concerned Agency
3. Notarized Special Power of Attorney (SPA) - original copy  stating claimant is authorized to represent the heirs to claim/retrieve/receive copy of the title	Executed by the Awardee and authorized representative



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
<b>List of Acceptable Government-Issued ID</b>						
Driver's License			Land Transportation Office (LTO)			
Postal ID			Philippine Postal Corporation (PHILPOST)			
Voter's ID / Voter's Certification			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			
TIN Number / ID			Bureau of Internal Revenue (BIR)			
Barangay Certification with Picture			Secretary's Office-Barangay Hall			
DSWD Certification/ Solo Parent ID			City/Municipal Social Welfare and Development (C/MSWD) Office			
PRC/IBP/OWWA			Professional Regulatory Com/Integrated Bar of the Philippines/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
<b>UPON FULL PAYMENT</b>						
1	Receives Order of Payment, Pays last amortization and Notarial Fee	1.1	Issues order of payment	*Service Fee for cancellation or mortgage: Php500.00	1 day	EM Staff (EMA/EMS), DO
		1.2	Accepts payments and Issues Official Receipt			Cashier, Finance Unit, DO
		1.3	<b>*For CCS holders:</b> Advises awardee to return to District Office (DO) within 5 days to sign Deed of Sale (DS)	Notarial Fee: Php100.00		EM Staff (EMA/EMS), DO



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
			<b>For DSM holders:</b> Advises awardee to secure Deed of Cancellation and Release of Real Estate Mortgage (DCRREM) within 5 days	None	5 days	Finance Unit, District Office, EM Staff/District Manager/Corporate Legal Counsel
		1.4	Prepares/verifies Accounting Data	None	1 day	BCS Operator, Finance Unit, DO and Corporate Accountant, RO
		1.5	Prepares/Signs/Notarizes Deed of Sale (DS) or Deed of Cancellation and Release of Real Estate Mortgage (DCRREM)	None	1 day	EM Staff/District Manager, DO/Corporate Legal Counsel, RO
2	<b>For CCS holders:</b> Signs DS with spouse (if married) and witnesses and have DS notarized	2.1	Releases 2 copies of Deed of Sale (DS) and explains to the awardee the process flow on the transfer of TCT from NHA to their names; updates the Lot Inventory System (LIS) on contract type, TCT #	None	1 day	EM Staff (EMA/EMS/EM Head), DO
	<b>For DSM holders:</b> Receives 2 copies of DCRREM	2.2	Releases 2 copies of Deed of Sale with Mortgage (DSM), Deed of Cancellation and Release of Real Estate Mortgage (DCRREM) and explains to the awardee the process flow to be observed	None	30 mins	EM Staff (EMA/EMS/EM Head), DO
<b>TOTAL</b>				<b>Php600.00</b>	<b>*4 days/ 7 days &amp; 30 mins</b>	



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
<b>AFTER ISSUANCE OF DS or DCRREM</b>						
1.	Submits request form for release of title with complete documentary requirements to District Office (DO)	1.1	Checks the completeness of documents against the Checklist of Requirements and endorses to FU for the preparation of accounting data	NONE	30 mins	EM Staff (EMA/EMS/ES), DO
		1.2.	Checks the Accounting data certifying to full payment of lot account and other obligations			Finance Staff, Finance Unit
		1.3	Prepares/signs and sends (by fax or email) Memorandum-request for release of title to Records Division, GSD thru Regional Office (RO)	None	30 mins	EM Staff (EMA/EMS), DO
		1.4	Releases title to authorized Regional Office/District Office (RO/DO) representative on designated day	None	30 mins	CRD-GSD, EM Staff



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
		1.5 Prepares/signs the following: <b>For DS Holders:</b> - Letter to Registry of Deeds (RD) for annotation of restrictions on title, partial cancellation (if mother title) and exemption from payment of registration/entry fee - Letter to BIR on exemption from payment of capital gains tax, documentary stamp tax and other taxes and fees for issuance of Certification Authorizing Registration (CAR) of title - Letter to LGU for exemption from payment of transfer tax	None	1 hour	EM Staff (EMA/EMS/ES), DO District Manager
		<b>For DSM Holders:</b> - Letter to Registry of Deeds (RD) for annotation on title/Cancellation of Mortgage (DCRREM)			
		1.6 Advices/Notifies clients 1 day upon receipt of Title.	None	30 mins	EM Staff (EMA/EMS/ES), DO



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
2	Awardee/Deed of Sale (DS) holder receives NHA's owner's duplicate copy of title and other documents upon submission of requirements	2.1	Releases to awardee the following:  <b>For DS holders:</b> 1. NHA's Owner Duplicate Copy of title 2. Technical description 3. Letter of Registry of Deeds 4. Letter to BIR 5. Letter to LGU 6. Guide/Process flow to further transactions for transfer of title 7. Notarized Deed of Sale (DS) <b>For DSM holders:</b> 1. Title 2. Letter to Register of Deeds 3. Notarized Deed of Cancellation and Release of Real Estate Mortgage (DCRREM)	None	1 hour	EM Staff (EMA/EMS/ES), DO
3	Awardee/DSM holder brings title, DCRREM and letter to RD for release and cancellation of the mortgage annotated on the title	3.1	Advises awardee to follow guide/process flow of item 2.1 Number 6 under Item 2, attached)	None	30 mins	EM Staff (EMA/EMS/ES)
<b>TOTAL</b>				<b>NONE</b>	<b>4 hours &amp; 30 mins</b>	