



ESTATE MANAGEMENT DEPARTMENT

External Services

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
5. TRANSFER OF RIGHTS THROUGH HEREDITARY SUCCESSION OR DISPOSITION TO COMPULSORY HEIRS: RESIDENTIAL UNITS		
Processing of transfer of award and corresponding rights/obligations on the awarded lot to the heirs upon the demise of the awardee; transfer to compulsory heirs (inter vivos) and transfers after the lapse of the restrictive period annotated in the Transfer Certificate of Title (TCT)		
Office or Division:	Regional/District Office	
Classification:	Highly Technical	
Type of Transaction:	G2C- Government-to-Citizen	
Who may avail:	Awardees of Residential Units	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Hereditary Succession		
1	Letter Request for Transfer of Rights	Beneficiary-applicant
2	Sworn Application Form for Transfer of Rights - original	NHA District Office
3	Death Certificate of Awardee - certified copy & 1 photocopy	Civil Registry or Philippine Statistics Authority (PSA)
4	Birth Certificates of Children - certified copy & 1 photocopy	Civil Registry or Philippine Statistics Authority (PSA)
	Substitute: Notarized Affidavit of two Disinterested Persons	Awardee
5	Marriage Certificate - certified copy & 1 photocopy	Civil Registry or Philippine Statistics Authority (PSA)
6	Notarized Extra Judicial Settlement - original duplicate copy (EJS) or	Executed by beneficiary-applicant
7	Newspaper of general circulation where Extra Judicial Settlement or Self-Adjudication published in 3 consecutive weeks-original copy	Classified Ads Manager/authorized officer of Publishing Company
8	Affidavit of Publication of EJS or - original duplicate copy SA from a newspaper of general circulation	Classified Ads Manager/authorized officer of Publishing Company
9	Title in name of awardee, if applicable	Registry of Deeds
10	Previous/back titles, if any	Registry of Deeds
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
11	If property is subdivided: - Approved Subdivision Plan - blue print - Technical Description of Resulting Lot - original/photocopy	Bureau of Lands
12	Latest Tax Declaration	Assessor's Office



Disposition to Compulsory Heirs (Inter Vivos)						
1	Following requirements under Transfer Through Hereditary Succession Nos. 1,3,4,7,8 and 9			The same as under Hereditary Succession		
2	Transfer document (Deed of Sale, - original or original duplicate copy Deed of Donation, Deed of Transfer/Conveyance, or Waiver of Rights with appropriate consent from siblings, if applicable)			Beneficiary-applicant		
*Other Transfer (After the lapse of the restrictive period)						
1	Following requirements under Transfer Through Hereditary Succession			The same as under Hereditary Succession		
2	Transfer document (Deed of Sale, - original or original duplicate copy Deed of Donation, Deed of Transfer/Conveyance			Transferee-Requestor		
3	Two government issued IDs with signature			Transferee-Requestor		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1	Submits application with complete documentary requirements to District Office (DO)	1.1	Evaluates documents and interviews applicant	None	30 mins	EM Staff (EMA/EMS/ES), DO
		1.2	Prepares/reviews the following documents: a. Memo-TR Briefer b. Proforma Notice of Approval and Notice to pay c. Pre-qualification and Lot Inventory System (LIS) updating	None	2 days	EM Staff (EMA/EMS/ES), DO District Manager LIS Operator
		1.3	Transmits documents and records folder to Regional Office (RO)	None	1 day	EM Staff (EMA/EMS), DO



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
		1.4	Reviews and approves transmitted documents, returns to District Office (DO) for endorsement to EMD for prequalification or LIS updating EMD	None	1 day	Program EM Head and Regional Manager, RO
		1.5	Processes and approves prequalification or LIS updating and forwards approval to Regional Office	None	2 days	EM Staff and Manager, EMD
		1.6	Approves application/signs Notice of Approval and requests retrieval of Pre-qualification (PQ) e-file	None	1 day	Program EM Head and Regional Manager, RO
		1.7	Transmits records folder to District Office	None	1 day	Program EM Head and Regional Manager, RO
		1.8	Notifies applicant through a Notice of Approval or through fax, phone or email (in extra ordinary situation) of the approval and payment of Transfer Fee within 30 days from receipt of Notice to Pay	None	1 day	EM Staff (EMA/EMS/ES), DO



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
2	Accepts Notice of Approval	2.1	Issues Notice of Approval	None	15 mins	EM Staff (EMA/EMS), DO
3	Receives Order of Payment and pays Transfer Fee	3.1	Issues Order of Payment	None	15 mins	EM Staff (EMA/EMS),DO
		3.2	Acceptance of Payment then issuance of Official Receipt	*Tranfer Fee: P200.00	15 mins	Cashier, Finance Unit, DO
TOTAL				Tranfer Fee: P200.00	9 days, 1 hr & 15 mins	
<p>Note:</p> <p>Points to consider in the processing time:</p> <ol style="list-style-type: none"> 1. availability of the signing authorities in the District Office/Regional Office 2. transmittal of documents from the District Office, Regional Office, Main Office and vice versa 3. availability of forms online 						