



ESTATE MANAGEMENT DEPARTMENT

External Services

8. TRANSFER OF OWNERSHIP	
Applicability: Request can be acted upon after the lapse of the restrictive period indicated in the Transfer Certificate of Title (TCT)	
Office or Division:	Regional/District Office
Classification:	Complex
Type of Transaction:	G2C- Government-to-Citizen
Who may avail:	Awardees of Residential Units
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter Request for Transfer of Ownership - original	NHA District Office
2. Title in the name of awardee, if applicable	Registry of Deeds
3. Previous/back titles, if any	Registry of Deeds
4. If property is subdivided: - Approved Subdivision Plan - blue print - Technical Description of Resulting Lots - original/photocopy	Bureau of Lands
5. Transfer document (Deed of Sale, Deed of Donation, Deed of Transfer/Conveyance - Deed of Assignment etc. -original or original duplicate copy (latest only if the previous documents are not available)	Transferee-Requestor
6. Notarized Special Power of Attorney (SPA) (for duly authorized representative)	Private Attorney/Submitted by Attorney-in-fact
7. Two government issued IDs with signature	Transferee-Requestor



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1	Submits letter-request for transfer with complete documentary requirements to District Office (DO)	1.1	Evaluates documents and interviews applicant (checks if multiple transaction; refers to annotations in the Transfer Certificate of Title	None	30 minutes	EM Staff (EMS/ES), District Office (DO)
		1.2	Prepares/signs the following documents: a. Documentary requirements b. Proforma Notice of Approval (TR fee is waived) c. Memo-request for LIS updating to EMD	None	1 day	EM Staff/Head, EM Unit/ District Manager, DO
		1.3	Transmits documents and records - folder to Regional Office (RO)	None	1 hour	Project EM Staff, DO
		1.4	Reviews documents and forwards request for LIS updating to EMD	None	1 day	EM Chief/Head and RM, RO
		1.5	Processes and approves LIS updating and forwards approval to RO	None	3 days	EM Staff/ Manager, EMD
		1.6	Approves application/signs Notice of Approval	None	1 day	Program EM Head and RM, RO
		1.7	Transmits records folder to DO	None	1 hour	Program EM Chief/Head, RO
		1.8	Notifies applicant by fax or phone of the approval and payment of Service Fee within 30 days from receipt of Notice	None	1 day	EM Staff (EMS/ES), District Manager, DO



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
2	Receives Order of Payment and pays Service Fee	2.1	Issues Order of Payment	None	15 mins	EM Staff, DO
		2.2	Issues Official Receipts and accepts payment	ServiceFee: P 200.00	15 mins	Cashier, Finance Unit, DO
3	Accepts Notice of Approval	3.1	Issues Notice of Approval	None	15 mins	EM Staff (EMA/EMS), DO
TOTAL				Service Fee of P200.00	7 days, 3 hrs & 15 mins	