

NOTE: THIS IS ONLY A GUIDE. PLEASE DO NOT INSERT THIS IN THE PROJECT FOLDERS UPON APPLICATION



**LOAN PROCESSING GROUP
CHECKLIST OF REQUIREMENTS**



NAME OF PROJECT : _____
COMPLETE ADDRESS : _____
CMP-MOBILIZER : _____
NO. OF MBs : _____
LOAN AMOUNT : _____
DATE/TIME RECEIVED : _____

ORIG	CERTIFIED	PHOTO COPY

- ON-SITE
- OFF-SITE

PROJECT APPLICATION

(Include in all 4 project folders)

1. Duly accomplished application letter (CMP-001)
2. Duly accomplished CMP-M Information Sheet (CMP-002)

PROJECT ACCREDITATION. EVALUATION & MONITORING DEPARTMENT

CD COPY		
		OR
		OR
		OR

1. CMP Community Profile
2. HLURB Certified Copy of the Certificate of Registration, Articles of Incorporation, By-Laws
Updated General Information Sheet
3. Memorandum of Agreement between CA and CMP-M
4. Masterlist of Beneficiaries with Loan Apportionment (CD Copy)
5. Notarized Memorandum of Agreement between the landowner and CA or Letter of Intent to Sell from the landowner and Letter of Intent to Buy of the CA
6. _____
7. _____
8. _____
9. _____
10. _____

TECHNICAL SERVICES DEPARTMENT

Blue Print	White Print

1. Lot Plan with Technical Descriptions of the proposed CMP Site, duly signed by a licensed Geodetic Engineer (G.E.);
2. Vicinity Map showing the name of the roads leading to the site and the land-marks (must show the Socio-economic facilities /establishments within 2 to 5-km radius and distances from the Proposed CMP site)
3. Schematic Subdivision Plan duly signed by a licensed G.E. (must show the area per lot, the excluded lots, if any and other information pertaining to the site's physical features which may affect the collateral value)
4. Topographic Map if the site has sloping terrain

5. Latest RD certified copy of Present Title _____
 Latest RD certified copy of 1st Back Title _____
 Latest RD certified copy of 2nd Back Title _____
6. Latest Tax Declaration showing RESIDENTIAL classification
7. Zoning Certification
8. _____
9. _____
10. _____

