

SOCIAL HOUSING FINANCE CORPORATION
Legal Department

Requirements for Release of Title:

If to be claimed by original Member-Beneficiary (MB):

1. Two (2) Valid IDs of the member-beneficiary
2. Community Association (CA) Board Resolution prior to release of the title (*Corporate Circular CMP No. 08-007, Series of 2008*)

If to be claimed by representative/s:

1. Special Power of Attorney (SPA) stating the Transfer Certificate of Title (TCT) Number, Block Number and Lot Number.
2. Two (2) Valid IDs of the MB
3. Two (2) Valid IDs of the representative/s
4. CA Board Resolution prior to release of the title (*Corporate Circular CMP No. 08-007, Series of 2008*)

If full-settlement through insurance (MRI):

1. Extra-Judicial Settlement of Estate (EJS) or Affidavit of self-adjudication, as appropriate
2. Affidavit of Publication of the EJS or affidavit
3. Two (2) Valid IDs of all the heirs of the deceased
4. SPA, if any
5. Two (2) Valid IDs of the representative/s, if applicable
6. CA Board Resolution prior to release of the title (*Corporate Circular CMP NO. 08-007, Series of 2008*)

If to be claimed at the respective SHFC Regional Office:

1. Joint authority to transport TCTs with release from liability
2. Board Resolution authorizing SHFC to transport the TCTs
3. Photocopies of two (2) valid IDs of the MB
4. SPA, if any
5. Photocopies of two (2) valid IDs of the representative/s, if applicable
6. CA Board Resolution prior to release of the title (*Corporate Circular CMP NO. 08-007, Series of 2008*)
7. Letter-request from the CA for release of the title

For inquiries, please contact the SHFC Legal Department and look for Ms. Jackie O. Valles or Ms. Maritess B. Calina at (02) 893-2377 or (02) 750-6337 loc. 104. You may also contact the respective SHFC Regional Office for more information.