



## CHECKLIST OF REQUIREMENTS

### ON-SITE

#### I. PROJECT ENROLLMENT/PROGRAM PARTICIPATION

##### A. ORIGINATOR ACCREDITATION (FOR NEW APPLICANTS)

1. Application Letter (CMP-001)
2. Originator's Information Sheet (CMP-003)

##### **For Private Originators:**

3. SEC/CDA Registration and Articles of Incorporation/Code by Laws
4. Bio-Data of Officers indicating past and present positions held in relation to involvement in community based economic/social development projects. (Pls. include references)
5. Board Resolution or Secretary's Certificate (RE: Origination of the project)
6. Track record in CMP and/or social housing.  
The Officer has been involved in at least one (1) successful CMP project and/or has completed/accomplished a social housing project.

##### **For LGU-Originator:**

7. Council/Sangguniang Bayan Resolution
8. Permanent Unit/Department who will handle processing of CMP

##### **For Other Government Entity:**

9. Copy of Charter (if entity is not involved in Housing)
10. Authority from Board/Head of Office to Originate

#### B. PROJECT ACCREDITATION

1. Project Basic Information Sheet (CMP-002)
2. Landowner Letter of Intent to Sell
3. HLURB Zoning Classification Certificate/DAR Conversion (if classification is other than residential)
4. Preliminary Approval and Locational Clearance (PALC) with supporting documents, viz:
  - 4.1. Subdivision Plan with home lot area
  - 4.2. Lot Plan
  - 4.3. Vicinity Map
5. Present Title(s) and three (3) back titles

#### C. COMMUNITY ASSOCIATION/COOPERATIVE

1. HLURB Registration and Incorporation/Code of By-Laws and list of current officers and members of the Board of Directors of CA signed by Originator.
2. Masterlist of beneficiaries
3. CA's Board Resolution/Secretary's Certificate
  - to purchase property (description and owner/s)
  - to obtain loan from SHFC-CMP to finance the acquisition of property
  - to mortgage the property as security for the loan to be obtained
4. Memorandum of Agreement/Contract between Community Association and Mortgagee/Assignee or MOA among Originator, CA and SHFC.

#### II. FOR LOAN EXAMINATION

1. Masterlist of beneficiaries with Loan Apportionment signed by CA President and Originator (prescribed form)
2. Proof of pre-payment of MRI/Documentary Stamp Tax
3. Cash deposit in favor of SHFC equivalent to two (2) months amortization for existing originator or six (6) months amortization for new originator
4. Lease Purchase Agreement (LPA)

#### III. FOR MORTGAGE EXAMINATION

##### **For Issuance of Letter of Guaranty (LOG):**

1. Proof of Road Right of Way
2. Real Estate Mortgage (REM)
3. Deed of Assignment of LPA from CA to SHFC
4. Promissory Note;
5. Collection Agreement between CA and SHFC
6. Deed of Assignment of Loan Proceeds from CA to Landowner
7. Loan Agreement

##### **For Take-Out:**

1. Deed of Sale with Register of Deeds stamp received
2. TCT in the name of CA with annotation of the REM and the Secretary's Certificate issued by CA to its representative
3. CA's Secretary's Certificate with Registry of Deeds (RD) stamp received
4. Real Estate Mortgage duly stamped by RD
5. TCT in the name of the Landowner with annotation of Deed of Absolute Sale stamp received by RD

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  - 4.2 Lot Plan
  - 4.3 Vicinity Map
5. Present Title(s) and three (3) back titles
6. Certification from concerned authorized agency that the beneficiaries are any of the following homogenous groupings:
  - 6.1 Living in danger areas;
  - 6.2 Affected by government infrastructure projects; and
  - 6.3 With threat of eviction or actual ejection through a case/court order

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5. Warranty Undertaking to occupy site by 70% of the beneficiaries within one (1) year after take-out

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