

Office or Division:	URBAN POOR SERVICES DIVISION
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens G2G – Government to Government
Who may avail:	<ul style="list-style-type: none"> - Any on-site Urban Poor Association/ lot acquisition for CMP - For Securing Certificates of legitimate membership to / beneficiaries of Urban Poor Association / group

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><u>For Securing Certificates</u></p> <p><u>Electrical</u></p> <ol style="list-style-type: none"> 1. Transfer Certificate of Title (TCT), Letter of Consent, Intent to Sell; 2. Brgy. Clearance 3. Homeowners Certificate 4. House Plan and Vicinity Plan 5. Yellow Card and Waiver from MERALCO and or Building Office 6. Picture of the House <p><u>Manila Water</u></p> <ol style="list-style-type: none"> 1. Barangay Certificate 2. Homeowners Certificate <p><u>Special Business Permit</u></p> <ol style="list-style-type: none"> 1. Barangay Certificate 2. Homeowners Certificate 3. BPLO Business Form <p><u>For Lot Acquisition Community Mortgage Program (CMP, LCMP and DINP)</u></p> <ol style="list-style-type: none"> <u>1.</u> Registered, Organized and on-site Homeowners Association. <u>2.</u> Titled land free from any incumbrances, residential land. <u>3.</u> Untitled but with approved lot plan <p>Livelihood Projects and Employment Opportunities for CMP and other Urban Poor Communities</p>	<ol style="list-style-type: none"> 1. Concerned parties may secure their requirements thru Homeowners, Barangay and Meralco 2. Homeowners and Barangay 3. Homeowners, Barangay and BPLO 4. HLURB, BIR, LGU and SHFC

CLIENT STEPS	CSC ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>For Securing Certificates</u>				
<p>Step 1 – Prequalification/ Verification of the lot Homeowner’s where the applicant is applying for in determining the type of certification needed</p> <p>a. Private-lot Homeowner’s/Neighborhood association’s certificate of membership</p> <p>Xerox of the Title with letter of consent of landowner if tenant</p> <p>b. Government Property - Homeowner’s/Neighborhood Clearance</p> <p>Step 2 – Issuance of Application Form with list of requirements to avail the necessary Certification</p> <p>Step 3 – Checking the validation of all the requirements presented by the applicants</p> <p>Step 4 – Issuance of the necessary Certification signed by UPSD, Officer In-Charge</p> <p>Step 5 – Recording of Necessary Information of the Application, affixing their signature in it.</p>		NO FEES TO BE COLLECTED	2 minutes 2 minutes 1 minute 2 minutes	Ma. Luisa Biglang Awa Ma. Luisa Biglang Awa Manny M. Manato Nonesio Rivera Ma. Luisa Biglang Awa
<u>For Community Mortgage Program Lot Acquisition</u>				
<p>1. Executes letter of Intent to Sell.</p> <p>2.Documentation for Purchase Commitmenet line (PCL Application)</p> <p>3.Applies for CMP Loan Through Originator</p>		NO FEES TO BE COLLECTED	3-6months	Carmela M. Roma Ernie Nazareno Manny M. Manato

4.Process Community Association Application to SHFC and submit compliance to findings				Mr. Manny M. Manato
5.Documentation for letter of Guarantee (LDG) for take-out.				Ernie Nazareno