

HLURB MC No.
Series of 200 _____
Annex _____

Expanded National Capital Region Field Office

APPLICATION FOR APPROVAL OF CONDOMINIUM PLAN

Date

The Regional Officer
Housing and Land Use Regulatory Board

Sir / Madam:

In accordance with Rule III Section 6 of the Revised Rules and Regulations Implementing the Subdivision and Condominium Buyer's Protective Decree (P.D. 957) and Other Related Laws pursuant to HLURB Board Resolution No. 699, Series of 2001, I am applying for Approval of the Condominium Plan of

Name of Project/ Name of owner/developer
having a land area of _____ square meters and floor area
of _____ square meters containing _____ units
located at _____

Street

(Municipality/City) , _____
(Provinces)

The undersigned attest that the plans submitted and hereunder enumerated are in accordance with the pertinent laws, decree, rules and regulations, standards and guidelines and that I assume full responsibility from any non-compliance or violation thereof. It is likewise understood that I shall commence development within three years upon the issuance of its development permit.

- A. Two (2) sets of Condominium Plan , drawn to scale duly signed and sealed by a licensed architect:
 - 1. Site development plan to include parking and parks and playground layout, if applicable.
 - 2. Floor plan(s)
 - 3. Sections and elevations
- B. At least 2 copies of vicinity map indicating the adjoining land uses, access, as well as existing facilities and utilities at least within 500 meters from the property boundaries of the project, drawn to scale and duly signed and sealed by a license geodetic engineer.
- C. Building specifications and estimated cost.
- D. Certified true copy of title(s) and current tax receipt.
- E. Right to use or deed of sale of right-of-way for access road and other utilities when applicable.
- F. One (1) copy of project study together with the following documents:

1. Project profile indicating among others, the development cost, total project cost, amortization schedules, sources of financing, marketability, cash flow, architectural building plans and work program/project time table;
2. Audited financial statement for the last 3 preceding years;
3. Income tax return for the last 3 preceding years;
4. Certificate of registration from Securities and Exchange Commission (SEC);
5. Articles of incorporation or partnership;
6. Corporation by-laws and all implementing amendments, and
7. For new corporations (3 years and below) statement of capitalization and sources of income and cash flow to support work program.

G. List of names of duly license professionals who signed the plans and other similar documents in connection with application filed indicating the following information:

1. Surname
2. First name
3. Middle name
4. Maiden name, in case of married women professional;
5. Professional license number, date of issue and expiration of its validity; and
6. Professional tax receipt and date of issue
7. Taxpayer's Identification Number (TIN)

I can be reached at :
 Address :
 Telephone No. :

Or through my representative: _____
Name
 Address :
 Telephone No. :

Very truly yours,

(Printed Name and Signature)

(Designation/Position)

SUBSCRIBED AND SWORN to before me this _____ day of _____ 200____, affiant exhibiting before me his/her Residence Certificate No. _____ issued at _____ on _____.

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NOTARY PUBLIC