

HLURB MC No. ____
Series of 200__
Annex ____

RE: _____

(Name of Project and its Location
As Indicated in the Submitted
Sworn Registration Statement)

The Regional Officer:

Pursuant to pertinent laws and the implementing rules and regulations of this Board, I am hereby applying for a **CERTIFICATE OF REGISTRATION (CR) and a LICENSE TO SELL (LS)** for the above-mentioned project.

Please consider the attached documents listed below with check or cross ("/" or "X") consistent with the list of requirements stated in Implementing Rules and Regulations of PD 957 and numbered consecutively to support the application for CR/LS:

- Sworn Registration Statement
- Certified True Copy of Transfer Certificate of Title (TCT) or Original Certificate of Title (OCT) duly stamped with original marking "**CERTIFIED TRUE COPY**" by the proper Register of Deeds and bearing its seal or security marker.
- Duly audited balance sheet
- Articles of Incorporation, By-Laws, and latest annual corporate report to SEC
- A copy of any circular, prospectus, brochure, advertisement, or communication used/to be used for public offering of subject project and for circulation upon approval by this Board.
- Sample copy of Contract to Sell
- Certified true copy of Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC)
- Certified True Copy of DAR Conversion Order/Exemption Clearance
- Electrical Plan and Specifications
- Permit to operate a deepwell/ water potability test results
- Project Study
- Program of development (bar chart with S-curve, Gantt chart/PERT-CPM, etc.) signed and sealed by licensed engineer or architect indicating work activities, duration and costing
- Affidavit of undertaking to submit titles [HLURB Form No.____]
- Duly accomplished and notarized fact sheet [HLURB Form No. ____]

For condominium Projects

- Master Deeds with Declaration of Registration and Declaration of Restrictions evidenced by the proper annotation thereof in the title(s) of the property and the certified true copy of such title(s) from the Register of Deeds.
- Building Permit

For Subdivision Projects:

- Verified Survey Returns (two copies)
- Sangguniang Resolution/Ordinance granting of development permit/subdivision development plan
- Certified true copy of resolution conferring authority to the Mayor or other Local government official to issue Development Permit.
- Proof of compliance to Sec. 18 of RA 7279
- 1set of subdivision development plan.

[] Others

If the property is /are currently mortgaged:

[] Mortgagee Undertaking [HLURB Form No _____]
[] Mortgagor Undertaking [HLURB Form No. _____]

Tax Identification Numbers:

Landowner _____
Developer _____

In this connection, I attest to the fact that: (1) The number identifying the documents listed above under respective applications corresponds to each of the attached documents; (2) Duplicate copies are the authentic and faithful reproduction of the original documents; and, (3) Documents conforms strictly to the official checklist of requirements and the detailed description thereof.

I understand that additional requisites, including but not limited to subdivision approval and other pertinent documents of the compliance project per R.A. 7279 (20% socialized housing under Section 18), if covered, the performance bond, and the balance of the processing fee for LS, may be required only through a written notice signed by an authorized official and that, further action on subject applications may be withheld if there is an unfavorable decision (final and executory) in case before this Board or an order in connection with a violation against the undersigned applicant which has not been complied with.

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 20____, Affiant exhibiting his/her Residence Certificate No. _____ issued at _____ on _____.

WITNESS MY HAND AND SEAL.

Doc. No.
Page No.
Book No.
Series of _____

Notary Public