

HLURB MC No.  
Series of 200 \_\_\_\_  
Annex \_\_\_\_

**APPLICATION FOR CLEARANCE TO MORTGAGE**

\_\_\_\_\_  
Date

The Regional Director  
Expanded National Capital Region field Office  
HOUSING AND LAND USE REGULATORY BOARD  
HLRB Bldg., Kalayaan Ave. cor. Mayaman St.,  
Diliman, Quezon City

Sir:

Pursuant to Section 18 of P.D. 957, the undersigned respectfully applied for a clearance to mortgage \_\_\_\_\_  
(No. of Lots/Units)

lots/units in \_\_\_\_\_ located at \_\_\_\_\_  
(Subdivision/ Condominium)

\_\_\_\_\_ with an area of \_\_\_\_\_  
square meters covered by Transfer /Condominium Certificate of Titles Nos.  
(excluding road lots and open space)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(use additional sheet if necessary)

Attached herewith are the following:

- 1. Two (2) copies of Affidavit of owner/mortgagor
- 2. Two (2) copies of Affidavit of mortgage bank.
- 3. One (1) Certified True Copy of Titles and list of titles to be mortgage.

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 \_\_\_\_\_ in the City/Province of \_\_\_\_\_, affiant exhibited to me his/her Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_ 200 \_\_\_\_.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

\_\_\_\_\_  
Notary Public