

**CHECKLIST OF REQUIREMENTS FOR CERTIFICATE OF REGISTRATION AND
LICENSE TO SELL**

FOR REGISTRATION

1. Sworn Registration Statement using either:
 - a. HLURB Form 001 for Corporation; or
 - b. HLURB Form 003 for Single Proprietorship

2. 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.
 - a. When a project covers more than 20 individual titles without the required marks described above, the following shall be required:
 - a.1 Photocopy of TCTs
 - a.2 Certification from the register of deeds concerned with its seal or security mark giving the following information:
 - a.2.1 TCT or OCT numbers;
 - a.2.2 Name of all registered owner(s) and their sharing, If any;
 - a.2.3 Area covered by each title;
 - a.2.4 Number of OCT or TCT from which the title is derived;
 - a.2.5 Statement of all uncanceled liens and encumbrances, If any;
 - a.2.6 Lot and block numbers as well as PSD/PSU/PCS number. etc.

 - b. When certified copy of the TCT was issued more than one month prior to the application for Certificate of Registration (CR), affidavit of the owner that the property is free from liens and encumbrances. When the applicant is not the owner, deed from the registered owner showing clearly the authority of the applicant to the property, e.g., its development and sale of individual lots or units; to sign and receive documents; and other relevant authority. In case the subdivision/condominium project or portion thereof is mortgaged.

 - c. In case the project or portion thereof is mortgaged, it is sufficient if the instrument of mortgage contains a stipulation that the mortgagee shall release the mortgage or any subdivision lot or unit as soon as the full purchase price for the same is paid by the buyer. Otherwise, accomplished the following:
 - c.1 Mortgage’s Undertaking (HLURB Form No. ____)
 - c.2 Morgagor’s Undertaking (HLURB Form No. ____)

3. Duly audited balance sheet (certified copy of the original) issued and signed by the authorized official of the applicant and under the latter’s authority.
 - a. When individual persons are involved and no balanced sheet can be submitted, income tax returns for the preceding year duly received by BIR office and tax receipts evidencing payment.

 - b. When applicant is a new corporation, partnership, association or single proprietorship, i.e., no financial statement or income tax return has been prepared yet, sworn statement declaring:

- b.1 Other assets or sources of funds and other resources;
- b.2 The nature of control or ownership over such assets, funds or resources;
- b.3 Commitment to the effect that, if necessary, the same shall be used to complete the project.

- 4. Articles of Incorporation (or of Partnership or Association), amendments thereof and existing by-laws (or its equivalent) clearly indicating the authority of the applicant to engage in real estate trade particularly in the development and selling of lots or units. When an applicant deviates from the intended line of business stipulated in its articles of incorporation (or partnership or association), authorization from the Securities and Exchange Commission (SEC) and/or the appropriate government agency to engage in the development and selling of the subject project.
- 5. 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 the Board.
- 6. Sample copy of Contract to Sell to be used in the public offering of lots, units or lots and units. The provisions of PD 957.

(The duties and responsibilities of owners/developers to buyers as provided under Sections 17 to 20, 22 to 27, 30, 31 and 33 of P.D. 957 must be incorporated in all Contract to Sell.)

- 7. Affidavit of Willingness to Change Name [HLURB Form N0. ____].
- 8. Certified true copy of Environmental Compliance Certificate (ECC)/Certificate of Non-coverage (CNC), whichever is applicable, duly issued by the Department of Environmental and Natural Resources (DENR).
- 9. Zoning Certificate from HLURB Regional Officer
- 10. Certified true copy of Dept. of Agrarian Reform (DAR) conversion order.
- 11. Electrical plan and specifications duly signed and sealed by a licensed professional electrical engineer and duly approved by the local franchised holder.
- 12. Permit to operate a deepwell and subsequent submission of confirmed water resistivity test from the national Water Resources Board (NWRB). Water potability test results from concerned government agencies.
- 13. Road right of way and drainage right of way (if applicable).
- 14. Affidavit of Undertaking to Submit Titles
 - a. Condominium Project (HLURB Form ____)
 - b. Subdivision Project (HLURB Form ____)

15. Additional requirements For Condominium Projects

- a. Master Deeds with Declaration of Restrictions evidenced by the proper annotation thereof in the title(s) by the Register of Deeds concerned.
- b. Building Permit

16. Additional requirements For All Types of Residential Subdivision projects:

- a. 2 copies of verified survey returns with label for all non-saleable areas including but not limited to parks and playgrounds, community facilities and roads and easements.

b. Copy of the following documents in case the development permit was issued by the Local Government Unit (LGU) pursuant to the 1991 Local Government Code and related issuances:

b.1 Sangguniang Resolution/Ordinance granting of development permit/
subdivision development plan containing the following information:

- b.1.1 full name of the grantee or permit tee and his address;
- b.1.2 complete project name and its location;
- b.1.3 date of the resolution or ordinance;
- b.1.4 project area;
- b.1.5 full listing of title(s) covering the project;
- b.1.6 legal basis of the approval (PD 957, EO 648 and other related laws);

b.2 Certified true copy of resolution conferring authority to the mayor or other local government official to issue development permit in cases where the same was not granted by the Sangguniang Bayan/Panlungsod.

Evidence of approval of the subdivision scheme by the local government official must be any original copy or one certified as true copy thereof by the authorized local government official, indicating clearly his full name and position and the date of approval. It must contain the same data as described above. Most important of all, it must bear an indication of Sanggunian approval such as but not limited to words like “APPROVED BY AUTHORITY OF THE SANGGUNIAN” or others of similar import, it being understood that the Sanggunian has properly issued such authority.

c. Proof of compliance to Sec. 18 of RA 7279 in any of the following manner:

c.1 Development Permit of socialized housing projects within the main subdivision.

c.2 License to sell of socialized housing project offered as compliance if location of compliance is not within the main subdivision project.

c.3. Joint venture agreement with LGU or other housing agencies or other owner / developer.

c.4. Copy of bond issued by the Home Mutual Development Fund /PAG-IBIG or Home Guaranty Corporation (HGC) where the main project is located or by any of the housing agencies.

17. Additional Requirements For Memorial Parks/Cemeteries/Columbarium

1. Authenticated copy of the verified survey returns of the mother title, sections and blocks in each section together with the technical description of road lots, open spaces, facilities and blocks as surveyed by a duly licensed geodetic engineer.

Note that an application for Certificate of Registration and License to Sell of a memorial park/cemetery shall be processed by the Office of the proponent has at least accomplished 20% of the total development of the project.