



CMP CORPORATE CIRCULAR CMP NO. 16 - 044

Series of 2016

SUBJECT : REVISED CHECKLIST OF REQUIREMENTS FOR CMP SITE DEVELOPMENT AND HOUSE CONSTRUCTION (PHASES 2 AND 3) LOANS

This Circular is being issued to streamline the process of application and approval of CMP Site Development and House Construction (Phases 2 and 3) loans, in line with the thrust of the Government to streamline government transactions through the reduction of requirements and processing time. To unburden the low-income communities of having to secure voluminous documentary requirements for their loan application, those requirements that they previously needed to obtain from other government agencies for submission to SHFC shall now be procured for them by SHFC through a programmatic government-to-government arrangement. This will save money, time, and effort. Aside from expediting processes, it will also prevent the payment of illegal fees by communities.

Hereunder is the Revised Checklist of Requirements, including the list of documents to be secured by the SHFC from other government agencies to facilitate the approval of the Site Development and House Construction (Phases 2 and 3) Loans of the Homeowners Associations (HOAs).

A. Documentary requirements for approval of a loan by the Board/issuance of Letter of Guaranty (LOG)

The following are the documentary requirements to be submitted by the HOA and its CMP-Mobilizer (CMP-M):

1. Notarized Board Resolution or Secretary's Certificate issued by the CA to avail of additional loan;
2. Memorandum of Agreement (MOA) between the HOA and the Contractor (when applicable);
3. Surety Bond equivalent to the 15% Mobilization Fee;
4. Development and Building Permits;
 - a. Complete set of LGU-approved plans;
 - b. Work/Drawdown Schedule; BAR Chart/PERT-CPM;
 - c. LGU-approved Bill of Materials or Cost Estimates;
5. Contractor's Business Permit and DTI or SEC Registration documents;

6. PCAB license or any other documents/report on the capacity of the contractor/builder to undertake the scope of work; and
7. Other Contractor's documents: Audited Financial Statements, Organizational Structure, List of Completed and On-going Projects

B. Documentary requirements for the release of the loan under an Accommodation Mortgage

The following are the documentary requirements to be submitted by the HOA/CMP-M:

For the release of the 15% Mobilization Fee (Site Development)

1. Amended Loan Agreement between the HOA and the SHFC;
2. Promissory Note from the HOA; and
3. Deed of Assignment of Loan Proceeds by the HOA in favor of the Contractor

In addition to the above documentary requirements, the HOA shall pay a cash deposit of three (3) months amortization for the site development loan, one (1) year advance Mortgage Redemption Insurance (MRI) premium and Documentary Stamp Tax (if applicable).

For succeeding Loan Releases

1. Payment Request by the HOA

For Final Loan Release

1. Amended Masterlist of Beneficiaries (with Loan Apportionment);
2. Lease Agreement between the HOA and the SHFC;
3. Deed of Assignment of the Lease Agreement between the HOA and the SHFC;
4. Certificate of Completion and Acceptance from the HOA;

In addition to the above documentary requirements, the HOA shall pay a cash deposit equivalent to one (1) year Fire Insurance Premium.

C. Documentary requirements for the release of the loan under a Usufruct

For projects under a Usufruct, all documentary requirements listed under Section B shall be submitted by the HOA/CMP-M, including the following additional requirements *for final release of the loan*:

1. Amended Loan Agreement between the HOA and the SHFC (to include lot acquisition);
and
2. Promissory Note from the HOA

D. Documentary requirements from the Other Government Agencies

From the Housing and Land Use Regulatory Board (HLURB):

1. Updated General Information Sheet (GIS), if necessary

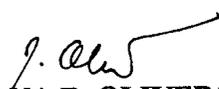
From the Register of Deeds (RD):

1. CCV copy of Amended Real Estate Mortgage (REM); and
2. CCV copy of title with annotation of REM

From the Local Government Unit (LGU)

1. Development and Building Permits

This Circular supersedes all previous Circulars and issuances on the same subject and shall be effective 30 days from promulgation.


MA. ANA R. OLIVEROS
President, SHFC



Date: ^{led} August 22, 2016

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