



# SOCIAL HOUSING FINANCE CORPORATION

a subsidiary of National Home Mortgage Finance Corporation

## COMMUNITY MORTGAGE PROGRAM OPERATIONS GROUP PROJECT INDIVIDUALIZATION DEPARTMENT

### CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR INDIVIDUALIZATION OF TITLE AND LOAN

#### STAGE 1 - SUBDIVISION OF MOTHER TITLE (INDIVIDUALIZATION OF TITLE)

- 1. Letter-request for the temporary withdrawal of the mother title for the purpose of subdivision
- 2. Blueprint of approved subdivision plan
- 3. Photocopy of approved individual technical descriptions
- 4. Proof of payment of real property tax (updated tax clearance / real property tax receipt)
- 5. Borrower's Information Sheet (BIS)
- 6. Certification issued by the Housing and Land Use Regulatory Board (HLURB) / Securities and Exchange Commission (SEC) on the present set of officers/board of directors
- 7. Notarized conformity of the member-beneficiaries on changes on block and lot assignments (*if applicable*)

#### STAGE 2 - UNITIZATION OF COMMUNAL LOAN & TRANSFER OF TITLE INTO MEMBER-BENEFICIARY'S NAME (INDIVIDUALIZATION OF LOAN)

NOTE: ONLY THOSE MEMBER-BENEFICIARIES WITH UPDATED ACCOUNTS ARE QUALIFIED TO UNDERGO THIS STAGE

- 1. Certification issued by the Housing and Land Use Regulatory Board (HLURB) / Securities and Exchange Commission (SEC) on the present set of officers/board of directors
- 2. Deed of Conveyance (either one of the following):
  - 2.1 Deed of Assignment with Assumption of Mortgage (DAAM)
  - 2.2. Deed of Partition with Assumption of Mortgage (DOPAM)
  - 2.3. Deed of Sale with Assumption of Mortgage (DOSAM)

NOTE: PLEASE INQUIRE WITH THE LOCAL REGISTER OF DEEDS ON THE APPLICABLE DEED OF CONVEYANCE

- 3. Promissory Note (PN) executed by the member-beneficiary in favor of SHFC
- 4. Proof of payment of realty tax (updated tax clearance/realty tax receipt)
- 5. Summary of payments prepared by the community association treasurer and attested to by the president
- 6. Photocopy of title

Contact / Trunk Line No.: 750-6338 to 50 Local 541 / 542

#### C O N T A C T   P E R S O N S :

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