



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
 SUBSTITUTION OF LOTS**

COMMUNITY ASSOCIATION			
ORIGINATOR			
LOCATION OF PROPERTY			
TAKE-OUT DATE	TOTAL MB	LOT AREA	
NAME OF ORIG. MEMBER-BENEFICIARY		BLK/LOT NO.	
NAME OF SUBSTITUTE-BENEFICIARY		BIRTHDATE	
CONTACT PERSON		TEL. NO.	

- 1. Notarized original copy of board resolution of the Community Association (CA) attesting to its approval of the lot substitution. The previous and new lot and block assignments of the parties involved should be indicated
- 2. Notarized Amendment to the Masterlist of Member-Beneficiaries by the CA
- 3. Lease Purchase Agreement (LPA) of the substitute:
 - 3.1 If married, with marital consent
 - 3.2 If separated, submit Affidavit of Separation
- 4. Notarized Agreement of parties involved in the lot substitution
- 5. Full payment of arrears/updated account:
 - 5.1 Notarized certification from CA president/authorized representative stating that the accounts are updated
 - 5.2 Photocopies of Abstract/s of Collection and Remittance Report/s with Community Mortgage Receipt/s (CMRs) as proofs that the accounts are updated
- 6. Proof of payment of processing fee of ₱500.00/account
 - 6.1 Official Receipt (for regional accounts, authenticated by SHFC Head/Regional/Satellite Office); or
 - 6.2 Money Order payable to SHFC
- 7. Submission of Housing and Land Use Regulatory Board (HLURB) Certification on the present set of CA officers/trustees

For inquiries on member-beneficiary substitution, please contact Misses Sylvia N. Mendoza, Charina Y. Benitez, Julia C. Frades or Mr. Gerald R. Arawag at telephone nos. 750-6338 to 50 local 542

MEZZANINE FLOOR BANCO DE ORO PLAZA 8737 PASEO DE ROXAS, SALCEDO VILLAGE, MAKATI CITY