



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 DUE TO
 WAIVER OF RIGHTS**

COMMUNITY ASSOCIATION			
ORGANATOR			
LOCATION OF PROPERTY			
TR. E. OUTDATE	TOTAL M.B.		LOT AREA
NAME OF ORIG. MEMBER BENEFICIARY			BLK/LOT #
NAME OF SUBSTITUTE BENEFICIARY			BRIDGE #
CONTACT PERSON			TEL. NO.

- 1. Notarized original copy of board resolution of Community Association (CA) attesting to the:
 - 1.1 Approval by CA of the substitution of outgoing member and acceptance of substitute. The lot and block assignment of outgoing member should also be indicated
 - 1.2 Authenticity of the signature of outgoing member and his/her spouse in the affidavit of waiver of rights
 - 1.3 The CA assumes responsibility to whatever problems that may arise from such waiver submitted to SHFC
- 2. Notarized Amendment to the Masterlist of Member-Beneficiaries of the CA signed by the CA president or authorized representative.
- 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 original copy of Waiver of outgoing member-beneficiary over interest and rights on the awarded lot:
 - 4.1 If married, with marital consent
 - 4.2 If separated, submit Affidavit of Separation
- 5. Full payment of arrears / updated account of substituted member-beneficiary:
 - 5.1 Notarized certification from CA president or authorized representative stating that the account of the outgoing member is updated
 - 5.2 Photocopies of abstract/s of collection and remittance report/s with Community Mortgage Receipt/s (CMRs) as proofs that the account is updated
- 6. Proof of payment of substitution processing fee of P500.00/member-beneficiary:
 - 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 numbers 750-6338 to 50 local 542

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