

**SOCIAL HOUSING FINANCE CORPORATION**  
**LEGAL DEPARTMENT**

*Requirements for Release of Title*

**i. IF TO BE CLAIMED BY ORIGINAL MEMBER-BENEFICIARY (MB):**

1. Two (2) **VALID ID'S\*** of the member-beneficiary;
2. Community Association (CA) **BOARD RESOLUTION** prior to release of the title (*Corporate Circular CMP No. 08-007, Series of 2008*)

**ii. IF TO BE CLAIMED BY REPRESENTATIVE/S:**

1. **SPECIAL POWER OF ATTORNEY** (SPA) stating the Transfer Certificate of Title (TCT) Number, Block Number and Lot Number;
2. Two (2) **VALID ID'S\*** of the MB;
3. Two (2) **VALID ID'S\*** of the representative/s;
4. CA **BOARD RESOLUTION** prior to release of the title (*Corp. Circular CMP #: 08-007, S. '08*).

**iii. IF FULL-SETTLEMENT THROUGH INSURANCE (MRI):**

1. **EXTRA-JUDICIAL SETTLEMENT OF ESTATE** (EJS) or Affidavit of Self-Adjudication, as appropriate;
2. **AFFIDAVIT OF PUBLICATION** of the EJS or affidavit;
3. Two (2) **VALID ID'S\*** of all the heirs of the deceased
4. **SPECIAL POWER OF ATTORNEY** (SPA), if any;
5. Two (2) **VALID ID'S\*** of the representative/s, if applicable;
6. CA **BOARD RESOLUTION** prior to release of the title (*Corp. Circular CMP #: 08-007, S. '08*).

*\* Identification Cards accepted as Government Issued.*

- Passport
- Driver's License
- Social Security System (SSS ID)
- Government Service Insurance System (GSIS ID)
- Professional Regulation Commission (PRC ID)
- Postal ID
- Voter's ID
- National Bureau of Investigation (NBI) clearance
- Armed Forces of the Philippines (AFP) ID

- Certification from the National Council for the Welfare of Disabled Persons (NCWDP)
- Department of Social Welfare and Development (DSWD) Certification
- Government Service Insurance System (GSIS) e-Card
- OFW ID
- Overseas Workers Welfare Administration (OWWA) ID
- Police Clearance Certificate
- Seaman's Book
- Senior Citizen Card
- Unified Multi-Purpose ID (UMID)

---

**\* FOR USERS 14 TO 17 YEARS OLD**

*The following IDs are accepted:*

- **PASSPORT** ● **DSWD CERTIFICATE** ● **SCHOOL ID & BIRTH CERT** ●

---

**❑ KINDLY NOTE THAT EXPIRED IDS ARE NOT VALID FORMS OF IDENTIFICATION ❑**

*\*\*\* For inquiries, please contact the **SHFC Legal Department** and look for **Ms. Jackie N. Valles** or **Ms. Maritess C. Calina** at (02) 8893-2377 or (02) 7750-6337 loc. 104. You may also contact the respective SHFC Regional Office for more information.*