

Annex A-3

CHECKLIST OF DOCUMENTARY REQUIREMENTS (CDR)
ON SALE OF REAL PROPERTY UNDER THE COMMUNITY MORTGAGE PROGRAM (CMP)

IMPORTANT:

1. Processing of transaction commence only upon submission of COMPLETE DOCUMENTS.
2. In all instances wherein xerox or photocopies are submitted, the original must be presented for authentication.

a. MANDATORY REQUIREMENTS

☐ TIN of Seller and Buyer

☐ Certification of the President of the National Home Mortgage Finance Corporation that the subject property qualifies and is actually a CMP project

☐ Certified Duplicate Original of the Deed of Sale to the Community Association

☐ Certified True Copy of the Articles of Incorporation of the Community Association

☐ Masterlist of Qualified Beneficiaries

☐ Certified True Copy of TCT/OCT and Latest Tax Dec.of the Property/ies Sold to the Community Association

☐ Location Plan of the Lot Sold to the Community Association

☐ Official Receipt/Deposit Slip and duly validated return as proof of payment of Docs. Stamp

b. Requirements for Transfer from CMP Association to Qualified Beneficiary/ies

☐ b.1 Deed of partition/Certificate of award/ any other similar document

☐ b.2 Proof that the transferee is qualified beneficiary based on documents submitted to the RDO by the CMP association as enumerated above

☐ Such Other requirements as may be required by law/rulings/regulations/other issuances

NAME OF TAXPAYER

DATE RECEIVED

ONETT OFFICER

DATE ISSUED

HEAD ONETT TEAM

Telephone No:

Instruction: Prepare in duplicate and ascertain that CDR is signed by Head ONETT Team before release to taxpayer

Distribution:

Original - Attach to Docket

Duplicate - Taxpayer's Copy

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