

**CHECKLIST OF REQUIREMENTS FOR APPROVAL OF APPLICATION FOR
ALTERATION OF PLAN FOR CONDOMINIUM PLAN & AMENDMENT OF
MASTER DEED WITH DECLARATION OF RESTRICTIONS**

Condominium Project

A. Alteration of Plans

1. Two (2) copies of the plan showing the proposed alteration duly signed and sealed by a Licensed Architect/Engineer;
2. Letter stating the proposed reason for the proposed alteration/conversion
3. Compliance with R.A. 7899 of 1995 that is:
 - 3.1 Written consent from the simple majority of registered owners
 - 3.2 Proof of prior written notification to all registered owners

For project exclusively for either residential or commercial use, simple majority shall be on a per unit of ownership basis and in the case of mixed use, simple majority shall be on a floor area of ownership basis.

For approval of the plan and sale, exchange, lease or disposal of the common areas owned or held by the condominium corporation:

- 3.3 Affirmative vote of the simple majority of the registered owners
 - 3.4 Proof of prior notification to all registered owners
4. Certified true copy of title (s) of the affected units if the said lots/units have been titled.
5. Tabulated Summary of the alterations introduced in the project forms giving the following data on the affected areas.
6. Payment of Fees

B. For Amendment of Master Deed with Declaration of Restrictions

1. Copy of the proposed Master Deed with Declaration of Restrictions (as amended)
2. Number (3.1, 3.2, 3.3 and 3.4) of the above.
3. Payment of Fees