



## **HOUSING AND LAND USE REGULATORY BOARD**

### **VISION**

An institution of professionals exemplifying public service with responsibility, integrity, competence and justice geared towards the attainment of well-planned and sustainable communities through the regulation of land use, housing development and homeowners associations, and the just resolution of disputes.

### **MISSION**

To promulgate and enforce policies on land use, housing and homeowners associations which promote inclusive growth and economic advancement, social justice and environmental protection for the equitable distribution and enjoyment of development benefits.

**ISSUANCE OF A CERTIFICATE OF REGISTRATION (CR) AND LICENSE TO SELL (LS)  
SUBDIVISION/CONDOMINIUM PROJECTS AND OTHER REAL ESTATE PROJECTS**

<b>WORKFLOW</b>	<b>TIME FRAME</b>	<b>PROCESSOR</b>	<b>APPROVING AUTHORITY</b>	<b>DOCUMENTARY REQUIREMENTS</b>
1. Files application with supporting documents.	Steps 1-5 one day	Applicant		a. Sworn Registration Statement b. Certified True copy of TCT or Original Certificate of Title (OCT) duly stamped with original marking "Certified True Copy" by the proper Register of Deeds and bearing its seal or security marker c. Duly audited Balance Sheet d. Articles of Incorporation , By-laws and latest annual corporate report to SEC e. A copy of any circular, prospectus, brochures, advertisement or communication used/to be used for public
2. Checks completeness of documents. a. If complete, acknowledges receipt of application and logs. Accomplishes transmittal sheet. Forwards to Regional Director's Office (RDO). b. If incomplete, returns to applicant.		Records Officer-Records Section (RO-RS)		
3. Receives and logs documents.		Records Officer		
4. Indorses documents to Technical Services Group (TSG).		Regional Director's Office (RO-RDO)		
5. Receives documents. Assigns documents to processor for evaluation.			Head, Technical Services Group (TSG)	

6.	Evaluates application based on requirements. Determines compliance to standard and guidelines. a. If with deviation from standards and guidelines, issues Notice of Deficiency in Requirements.	Steps 6-7 1-3 days	Processor		offering of subject project and for circulation upon approval by this Board. f. Sample copy of Contract to Sell g. Certified true copy of Environmental Compliance Certificate
7.	Fills up pro forma Notice to Publish		Processor		(ECC)/Certificate of Non – Coverage (CNC) h. Zoning Certificate from HLURB Regional Officer i. Certified true copy of DAR Conversion Order/Exemption Clearance j. Electrical Plan and Specifications k. Permit to operate a deepwell/water potability test results l. Project Study m. Program of development (bar chart with S-curve, Gantt chart/PERT-CPM, etc.)
8.	Reviews/evaluates documents and initials. Forwards documents to RDO.	Steps 8-9 One day	Head, TSG		
9.	Reviews/evaluates documents and signs.				
10.	Logs out and transmits documents to Records Section (RS).	Steps 10-11 2-3 days	RO-RDO		
11.	Mails/releases Notice to Publish to the applicant.	2 -3 weeks mailing	RO-RS		
12.	Receives Notice to Publish.	Steps 12-13	Applicant		
13.	Publishes Notice to Publish.	17 days for PD			
14.	Submits Affidavit of Publication. Coordinates with processor/inspector for the scheduled site inspection.	957 13 days for BP 220			
15.	Receives Affidavit of Publication.	Steps 15-16	Processor		

<p>After two (2) consecutive weeks from the last day of publication, project is deemed registered unless clearance from legal and monitoring group requires compliance to orders issued by the Office.</p>	<p>1-2 days</p>			<p>signed and sealed by licensed engineer or architect indicating work activities, duration and costing</p> <p>n. Affidavit of Understanding to submit titles (HLURB Form No. __)</p> <p>o. Duly accomplished and notarized fact sheet</p> <p>FOR CONDOMINIUM PROJECTS</p> <p>p. Master Deed with Declaration of Registration and Declaration of Restrictions evidenced by the proper annotation thereof in the title(s) of the property and the certified true copy of such title(s) from the Register of Deeds</p>
<p>16. Conducts site inspection. Determines extent of development. Computes performance bond and processing fee.</p> <p>17. Accomplishes pro-forma of letter/advice on performance bond and fee.</p> <p>18. Reviews/evaluates and initials.</p>	<p>Steps 17-18 1-2 days</p>	<p>Inspector</p>		
<p>19. Reviews/evaluates documents and signs.</p>	<p>Steps 19-20 1-2 days</p>		<p>Head, TSG</p>	
<p>20. Logs out and transmits the documents to Records Section.</p>		<p>RO-RDO</p>		
<p>21. Posts performance bond and submits documents certifying performance bond/guarantee from Financing institution.</p>	<p>Steps 21-24 One day</p>	<p>Applicant</p>		
<p>22. Receives</p>		<p>RO-RS</p>		

	documents and prepares Order of Payment (OP).				q. Building Permit
23.	Pays processing fee.		Applicant		
24.	Receives payment. Prepares Official Receipt (OR). Issues OP and OR to applicant.			Cashier	FOR SUBDIVISION PROJECTS
25.	Evaluates acceptability of performance bond. Prepares Certificate of Registration (CR)/License to Sell (LS) and Executive Brief.	Steps 25-29 3-4 days	Processor		r. Verified Survey Returns (two copies)
26.	Reviews/ initials CR/LS. Signs Executive Brief.			Head, TSG	s. Sangguniang Resolution/Ordinance granting of Development Permit/Subdivision Development Plan
27.	Reviews and affixes signature on CR/LS and Executive Brief.			Regional Officer	t. Certified true copy of resolution conferring authority to the Mayor or other local government official to issue development permit
28.	Logs out documents and transmits to Records Section.		RO-RDO		u. Proof of compliance to Sec. 18 of RA 7279
29.	Releases CR/LS to applicant.		RO-RS		v. One(1) set of subdivision development plan
					IF PROPERTY

				<p>IS/ARE CURRENTLY MORTGAGED</p> <p>w. Mortgagee Undertaking (HLURB Form No. _____)</p> <p>x. Mortgagor Undertaking (HLURB Form</p>
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## Registration of Homeowners' Association

WORKFLOW	TIME FRAME	PROCESSOR	APPROVING AUTHORITY	DOCUMENTARY REQUIREMENTS
1. Presents/Submits requirements for HOA registration.		Applicant		<p>a. Articles of Incorporation signed on every page by all 5 to 15 Incorporators.</p> <p>b. By-Laws signed on every page by all 5 to 15 incorporators if filed with the Articles of Incorporation or signed by the majority of the members of the association and duly certified by the majority of the directors and countersigned by the secretary, If filed within one (1) month after the Issuance of the certificate of incorporation.</p> <p>c. Notarized written undertaking by the incorporators to change the corporate name in the event that another person, firm or entity has acquired a prior</p>
2. Verifies association name. Evaluates completeness of documents. (Notes 1 & 2) Records/issues Order of Payment (OP).		Registration Officer (RO)/HOA Staff		
3. Presents OP and pays fee to Cashier.		Applicant		
4. Issues Official Receipt (OR) to applicant.		Cashier Special Collecting Officer (SCO)		
5. Presents OR to Registration Officer (RO).		Applicant		
6. Processes application. (Notes 3 & 4) Recommends approval to Unit Head.		RO/HOA Staff		
7. Reviews			HOA Unit	

recommendation. Approves application. Instructs RO to prepare Certificate of Registration (CR).			Head	<p>right to the use of said name or one similar to it; and to comply with all the rules and regulations of the HLURB.</p> <p>d. Notarized Information sheet contains the name of the association, principal office address, list of Board of Directors and Trustees and their addresses, list of officers and their positions.</p> <p>e. Notarized list of the members of the association. A complete list of the members of the association.</p> <p>f. Notarized Certification as to existence or absence of a HOA in the subdivision, territorial jurisdiction of the HOA, name and address of the nearest existing HOA.</p> <p>g. Notarized Authorization. A</p>
8. Logs details of association in Registry Book. Prepares CR/HOA corporate folder. Initials		RO/HOA Staff		
9. Initials HOA CR. Forwards to Regional Officer.			HOA Unit Head	
10. Signs CR. Returns to HOA Unit.			Regional Officer	
11. Receives CR. Prepares certified true copy of CR and important documents. Releases photocopy to applicant. Instructs applicant to secure HOA TIN with BIR.		RO/HOA Staff		
12. Receives. Secures TIN from BIR. Presents to RO acquired TIN together with photocopy of CR.		Applicant		
13. Receives photocopy of CR with TIN. Records and releases original copy of CR.		RO/HOA Staff		
14. Receives original copy of CR.		Applicant		



				<p>written authority of the incorporators for the representative of the association to transact or follow up the application with HLURB.</p> <p>h. Approved subdivision plan for the regular subdivision.</p>
<p><b>Notes to workflow:</b></p> <p><b>Note 1:</b> The applicant should not have a similar name with an existing HOA. Otherwise applicant shall be required to change/revise name prior to acceptance / processing.</p> <p><b>Note 2:</b> All applications should have complete requirements prior to acceptance and processing.</p> <p><b>Note 3:</b> Processing of application with opposition shall be temporarily suspended until its settlement shall be applied.</p> <p><b>Note 4:</b> Processing period for registration is temporarily set to thirty (30) working days.</p>				<p>Additional requirements for self-help housing projects or projects undertaken under the Group Land Acquisition and Development (GLAD), Community Mortgage Program (CMP) or other similar land tenurial assistance program.</p> <p>i. Locations and vicinity map of the project whether on site or off site, duly signed and certified by a geodetic engineer or surveyor.</p> <p>j. Notarized list of officers and members stating the nature of their</p>

<p><b>Note 5:</b> All the abovestated procedures and time frame are based on the assumption that requirements submitted by applicant is complete.</p>				<p>occupancy, whether as owner or tenant.</p> <p>k. Transfer certificate of title. Certified true copy of the TCT from the Register of Deeds, Issued not later than thirty (30) days before the date of application.</p> <p>l. Letter of intent sell, contract to sell or deed of absolute sale or memorandum of agreement duplicate original notarized copies.</p>
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# HOUSING AND LAND USE REGULATORY BOARD

## 2013 SCHEDULE OF FEES

<b>1. ZONING / LOCATIONAL CLEARANCE</b>	
<b>A. Single residential structure attached or detached</b>	
1. P100,000 and below	P288
2. Over P100,000 to P200,000	P576
3. Over P200,000	P720 + (1/10 of 1% in excess of P200,000)
<b>B. Apartments/ Townhouses</b>	
1. P500,000 and below	P1,440
2. Over P500,000 to 2 Million	P2,160
3. Over 2 Million	P3,600 + (1/10 of 1% of cost in excess of P2.M regardless of the number of floors)
<b>C. Dormitories</b>	
1. P 2 Million and below	P3,600
2. Over 2 Million	P3,600 + (1/10 of 1% of cost in excess of P2.M regardless of the number of floors)
<b>D. Institutional</b>	
Project Cost of which is:	
1. Below P2 Million	P2,880
2. Over 2 Million	P2,880 + (1/10 of 1% of cost in excess of P2.M)
<b>E. Commercial, Industrial and Agro-Industrial Project Cost of which is:</b>	
1. Below P100,000	P1,440
2. Over P100,000 – P500,000	P2,160
3. Over P500,000	P2,880
4. Over P1 Million – P2 Million	P4,320
5. Over P2 Million	P7,200 + (1/10 of 1% of cost in excess of P2.M)
<b>F. Special Uses/ Special Projects</b> (Gasoline Station, Cell Sites, Slaughter House, Treatment Plants, etc.)	
1. Below P2 Million	P7,200 + (1/10 of 1% of cost in excess of P2.M)
2. Over P2 Million	P7,200 + (1/10 of 1% of cost in excess of P2.M)
<b>G. Alteration / Expansion (affected areas/ cost only)</b>	Same as the original application
<b>2. SUBDIVISION AND CONDOMINIUM PROJECTS (under P.D. 957)</b>	
<b>A. Subdivision Projects</b>	
1. Approval of Subdivision Plans (including townhouses)	
1. Preliminary Approval and Location Clearance (PALC)/ Preliminary Subdivision Development Plan (PSDP)	
• Processing Fee	P360/ ha. or a fraction thereof
• Inspection Fee *	P1,500/ ha. regardless of density
2. Final Approval and Development Permit	
• Processing Fee	P2,880/ ha. regardless of density
Additional Fee on Floor Area of housing component	P3.00/ sq.m.
• Inspection Fee *	P1,500/ ha. regardless of density
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
2. Certificate of Registration Processing Fee	
• Processing Fee	P2,880
3. License to Sell	
• Processing Fee	P216/saleable lot
Additional Fee on Floor Area of housing component	P14.4/ sq.m.
• Inspection Fee *	P1,500/ ha. regardless of density
4. Certificate of Completion	
• Certificate Fee	P216
• Processing Fee	
• Inspection Fee *	P1,500/ ha. regardless of density

5 Extension of Time to Develop	
• Processing Fee	P504
Additional Fee ( unfinished area for development)	P14.40 sq.m.
• Inspection Fee *	P1,500 / ha. regardless of density
* Application for CR/LS with DP issued by LGU shall be charge inspection fee	
<b>B. Condominium Project</b>	
<b>1. Approval of Condominium Plans/Final Approval and Development Permit</b>	
1. Preliminary Approval and Locational Clearance	
2. Final Approval / Development Permit	
• Processing Fee	P720
a. Land Area	P7.20/ sq.m.
b. No. of Floors	P288/ floor
c. Building Areas	P23.05/ sq.m. of GFA
• Inspection Fee *	P1,500/ ha
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
4. Conversion (affected areas only)	- do -
2. Certificate of Registration	
• Processing Fee	P2,880
3. License to Sell	
a. Residential	P17.30/ sq.m. of saleable area
b. Commercial	P36/ sq.m. of saleable area
Inspection Fee	P1500/ ha
4. Extension of Time to Develop	
• Processing Fee	P504
Additional Fee (unfinished floor area for development)	P17.30/ sq.m.
• Inspection Fee	P1,500/ ha
5. Certificate of Completion	
• Certificate Fee	P216
• Processing Fee	
• Inspection Fee	P1,500/ floor
<b>3. SUBDIVISION AND CONDOMINIUM PROJECTS (under B.P. 220)</b>	
<b>A. Subdivision Projects</b>	
<b>1. Approval of Subdivision Projects</b>	
1. Preliminary Approval and Locational Clearance	
• Processing Fee	
a. Socialized Housing	P90/ ha
b. Economic Housing	P216/ha
• Inspection Fee	
a. Socialized Housing	P1,500/ ha
b. Economic Housing	P1,500/ ha
2. Final Approval and Development Permit	
• Processing Fee	
a. Socialized Housing	P600/ ha.
b. Economic Housing	P1,440/ ha
• Inspection Fee	
c. Socialized Housing	P1,500/ ha
d. Economic Housing	P1,500/ ha
(Projects already inspected for PALC application may not be charged inspection fee)	
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
4. Building Permit (floor area of housing unit)	P7.20/ sq.m.
2. Certificate of Registration	
• Processing Fee	
a. Socialized Housing	P420
b. Economic Housing	P720
3. License to Sell (per saleable lot)	
• Processing Fee	

a. Socialized Housing	P24/ saleable lot
b. Economic Housing	P72/ saleable lot
Additional fee on floor area of housing component	P3.00/ sq.m.
• Inspection Fee *	
a. Socialized Housing	P1,500/ha.
b. Economic Housing	P1,500/ ha.
4.Extension of Time to Develop	
• Processing Fee	
a. Socialized Housing	P420
b. Economic Housing	P504
Additional Fee (unfinished area for development)	P2.88/sq.m.
• Inspection Fee	
a. Socialized Housing	P1,500/ha.
b. Economic Housing	P1,500/ha.
5.Certificate of Completion	
• Certificate Fee	
a. Socialized Housing	P180
b. Economic Housing	P216
• Processing Fee	
a. Socialized Housing	
b. Economic Housing	
• Inspection Fee	P1500/ha
6.Occupancy Permit	
• Processing Fee	
a. Socialized Housing	P6/ sq.m.
b. Economic Housing	P7.20 / sq.m.
• Inspection Fee (saleable floor area of the housing component)	
c. Socialized Housing	P1,500/ ha.
d. Economic Housing	P1,500/ ha.
<b>B. Condominium Projects</b>	
1, Approval of Condominium Plans	
1. Preliminary Approval and Locational Clearance	P720
2. Final Approval and Development Permit	
• Processing Fee	
a. Total Land Area	P7.20/ sq.m.
b. No. of Floors	P144/ floor
c. Building Areas	P5.80/ sq.m. of GFA
• Inspection Fee	
• Inspection Fee	P1,500/ ha.
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
2.Certificate of Registration	P720
3.license to Sell	
a. Residential	P7.20/ sq.m of saleable area.
a. Commercial	P10.65/sq.m. of saleable area
Inspection Fee	P1500/ ha
4.Extension of Time to Develop	
• Processing Fee	P3.00/ sq.m.
• Inspection Fee (unfinished area for development)	P1,500/floor
5.Certificate of Completion	
Certificate Fee	P216
• Processing Fee	
• Inspection Fee	P1,500/floor
<b>4. INDUSTRIAL/ COMMERCIAL SUBDIVISION</b>	
1. Approval of Industrial/ Commercial Subdivision	
1. Preliminary Approval and Locational Clearance	
• Processing Fee	P432/ha
• Inspection Fee	P1,500/ ha.
2. Final Approval and Development Permit	

• Processing Fee	P720/ha
• Inspection Fee	P1,500/ ha.
(Projects already inspected for PALC application may not be charged inspection fee)	
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
2. Certificate of Registration	P2,880
3. License to Sell	
• Processing Fee	P3.00/ sq.m. of land area.
• Inspection Fee *	P1,500/ ha.
4. Extension of Time to Develop	
• Processing Fee	P504
Additional Fee (unfinished area for development)	P14.40 sq.m.
• Inspection Fee	1,500/ ha
5. Certificate of Completion	
• Certificate Fee	P216
• Processing Fee	
a. Industrial	P504
b. Commercial	P720
• Inspection Fee *	P1,500/ ha.
<b>5. FARMLOT SUBDIVISION</b>	
<b>1. Approval of Farmland Subdivision</b>	
1. Preliminary Approval and Locational Clearance	
• Processing Fee	P288/ ha.
• Inspection Fee	P1,500/ha.
2. Final Approval and Development Permit	
• Processing Fee	P1,440/ ha.
• Inspection Fee	P1,500/ ha.
(Projects already inspected for PALC application may not be charged inspection fee)	
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
2. Certificate of Registration	P2,880
3. License to Sell	
• Processing Fee	P720/lot
• Inspection Fee *	P1,500/ha
4. Extension of Time to Develop	
• Processing Fee	P504
• Additional Fee on Floor Area of housing component and other development	P14.40 sq.m.
• Inspection Fee	P1500/ha
5. Certificate of Completion	
• Certificate Fee	P216
• Processing Fee	
• Inspection Fee	P1500/ha
<b>6. Memorial Park/ Cemetery Project/ Columbarium</b>	
<b>1. Approval of Memorial Park/Cemetery Project/ Columbarium</b>	
1. Preliminary Approval and Locational Clearance	
a. Memorial Project	P720/ha
b. Cemeteries	P288/ha
c. Columbarium	P3600/ha
• Inspection Fee	
a. Memorial Project	P1500/ha
b. Cemeteries	P1500/ha
c. Columbarium	P1500/ha
2. Final Approval and Development Permit	
a. Memorial Project	P3.00/ sq.m.
b. Cemeteries	P1.50/ sq.m.

c. Columbarium	P7.20/ sq.m. of land area
	P3.00/ floor
	P23.05/sq.m. of GFA
• Inspection Fee	
(Projects already inspected for PALC application may not be charged inspection fee)	
a. Memorial Project	P1500/ ha
b. Cemeteries	P1500/ ha.
c. Columbarium	P1500/ ha
3.Alteration of Fee	Same as Final Approval/ Development Permit
2.Certificate of Registration	P2,880
3.License to Sell	
• Processing Fee	
a. Memorial Project	P72/ 2.5sq.m.
- Apartment Type	P28.80/ unit
b. Cemeteries	P28.80/ tomb
c. Columbarium	P72.00/ vault
• Inspection Fee	
a. Memorial Project	P1500/ ha
b. Cemeteries	P1500/ ha
c. Columbarium	P1500/ floor
4.Extension of Time to Develop	
• Processing Fee	P504
Additional Fee ( unfinished area for development)	
a. Memorial Project	P1,440
b. Cemeteries	P720/ha
c. Columbarium	P5.80/sq.m. of GFA
• Inspection Fee	
a. Memorial Project	P1500/ ha
b. Cemeteries	P1500/ ha
c. Columbarium	P1500/ floor
5.Certificate of Completion	
• Certificate Fee	P216
• Processing Fee	
a. Memorial Project	P1,440
b. Cemeteries	P720/ha
c. Columbarium	P5.80/sq.m. of GFA
• Processing Fee	
• Inspection Fee	
a. Memorial Project	P1500/ ha
b. Cemeteries	P7500/ ha
c. Columbarium	P1500/ floor
<b>7. Other Transactions/ Certifications</b>	
A. Application/ Request for:	
1. Advertisement Approval	P720
2. Cancellation/ Reduction of Performance Bond	P2880
3. Lifting of Suspended License to Sell	P2880
4. Exemption from Cease and /Desist Order	P216
5. Clearance to Mortgage	P1440
6. Lifting of Cease and Desist Order	P2880
7. Change of Name/ Ownership/ Amendments of CRLS	P1440
8. Voluntary cancellation of CRLS	P1440
9. Revalidation/ Renewal of Permit (Condominium)	P60% of current processing fee
B. Other Certifications	
1. Zoning Certifications	P720/ ha
2. Certification of Town Plan/ zoning Ordinance Approval	P216
3. Certification of New Rights/Sales	P216
4. Certificate of Registration (form)	P216
5. License to Sell (form)	P216
6. Certificate of Creditable Withholding Tax	P216/ lot or unit

(maximum of 5 lots per certificate)		
7. Other, to include:		
a. Availability of records/ public request		P288
b. Certificate of no record on file		P288
c. Certification of with or without CRLS		P288
d. Certified true copy of documents (report size)		
• Document of five (5) pages or less		P43.20
• Every additional page		P4.40
e. Photo copy of documents		P3.00
f. Other not listed above		P216
<b>8. Registration of Dealer/ Broker/ Salesman</b>		
1. Dealers/Brokers		P720
2. Salesman/ Agent		P288
<b>9. Homeowners Association</b>		
1. Registration of HOA		
Examination/ Registration	Regular HOAS	CMP HOAS
• Articles of Incorporation	P940	780
• By-Laws	P940	780
2. Stamping of Books		P50/ book
3. Amendments		
• Articles of Incorporation		P720
• By-Laws		P720
4. Dissolution of Homeowners Association		P720
5. Certification of the new set of Officers		P504
6. Other Certification		P216
• Inspection Fee		P1500/ ha.
7. Research Fee		P50/docket
<b>10. Legal Fees (CMP Project)</b>		
1. Filing Fee		P1440
2. Additional Fee for claims (for refund, damages, attorney's fee, etc.)		
1. Not more than P20,000		P173.00
2. More than P20,000 but less than P80,000		P576
3. P80,000 or more but less than P100,000		P864
4. P100,000 or more but less than P150,000		P1440
5. For each P1,000 in excess of P150,000		P7.20
3. Motion for reconsideration		P600
4. Petition of Review		P2880
5. Prayer for Cease and Desist Order		P1200
6. Pauper-litigants are exempt from payment of legal fees		
1. Those who gross income is not more than P6,000 per month and residing within M.M.		
2. Those who gross income is not more than P4,000 per month and residing within M.M.		
3. Those who do not own real property		
7. Government agencies and its instrumentalities are exempted from paying Legal fees		
8. Local government and government owned or controlled corporation with or without independent charters are not exempted paying legal fees.		
<b>11. UPLC Legal Research Fee</b>		
Computation of Legal Research Fee for the University of the Philippines Law Center		
(UPLR) remains at One Percent (1%) of every fee charged but shall in No Case Be Lower than P12.00		Covered by MEMORANDUM CIRCULAR NO. 18 Series of 2013 (October 2, 2013)