



Republic of the Philippines  
Office of the President  
**HOUSING AND LAND USE REGULATORY BOARD**  
Lupong Nangangasiwa sa Pabahay at Gamit ng Lupa  
**Northern Mindanao Regional Field Office - Cagayan De Oro City**

RE: \_\_\_\_\_

\_\_\_\_\_  
(Name of Project and its Location  
as indicated in the submitted Sworn Registration Statement)

\_\_\_\_\_  
Date

The Regional Officer

Pursuant to pertinent laws and the implementing rules and regulations of this Board, I am hereby applying for a **CERTIFICATE OF REGISTRATION (CR)** and a **LICENSE TO SELL (LS)** for the above-mentioned project.

Please consider the attached documents listed below with check or cross (“/” or “X”) consistent with the list or requirements stated in the Implementing Rules and Regulations of P.D. No. 957 and numbered consecutively to support the application for CR/LS:

- Sworn Registration Statement [PRLD.SRS.002-A.00 or PRLD.SRS.002-B.00]
- Certified True Copy of Transfer Certificate of Title (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.
- Duly audited Balance Sheet
- Articles of Incorporation, By-Laws, and latest Annual Corporate Report to SEC
- Sample copy of Contract to Sell
- Certified True Copy of Environmental Compliance Certificate (ECC) / Certified of Non-Coverage (CNC)
- Certified True Copy of DAR Conversion Order / Exemption Clearance\*
- Certification from MERALCO / Local Franchise Holder
- Permit to operate a deepwell / water potability test results / Certification from Local Water District
- Program of development (bar chart with S-curve, Gantt Chart/PERT-CPM, etc.) signed and sealed by licensed engineer or architect indicating work activities, duration and costing.
- Affidavit to Change Project Name [PRLD.ACPN.005.00]
- Duly accomplished and Notarized Fact Sheet [PRLD.FS.006-A.00 or PRLD.FS.006-B.00]
- PHILVOCS Certification
- Civil Aviation Authority of the Philippines (CAAP) Certification (if applicable)

\* DAR Conversion Order shall no longer be required as a condition for issuance of Certificate of Registration and License to Sell in cases where the property involved is located in an area already classified as residential, commercial, industrial or other similar development purposes as provided in an updated CLUP approved pursuant to EO 672, Series of 1993.

**For Condominium Projects:**

- Master Deeds with Declaration of Registration and Declaration of Restrictions evidences 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.
- Building Permit
- Affidavit of Undertaking to submit Condominium Certificate of Title [PRLD.CCT.004-B.00]

**For Subdivision Projects:**

- Verified Survey Returns (two copies)
- Sangguniang Resolution/Ordinance granting of Development Permit/Subdivision Development Plan

- [ ] Certified True Copy of resolution conferring authority to the mayor or other local government official to issue Development Permit.
- [ ] Proof of Compliance to Sec. 18 of R.A. No. 7279 as amended by R.A. No. 10884
- [ ] One (1) set of Subdivision Development Plan
- [ ] Approved Electrical Plan and Specifications
- [ ] Affidavit of Undertaking to submit Transfer Certificate of Title (parks, playground, community facilities and other open spaces) [PRLD.TCT.004-A.00]

Tax Identification Numbers:

Landowner \_\_\_\_\_  
 Developer \_\_\_\_\_

In this connection, I attest to the fact that: (1) The number identifying the documents listed above under perspective applications corresponds to each of the attached documents; (2) Duplicate copies are the authentic and faithful reproduction of the original documents; and, (3) Documents conforms strictly to the official checklist of requirements and the detailed description thereof.

I understand that additional requisites, including but not limited to subdivision approval and other pertinent documents of the compliance project per Section 18 of R.A. No. 7279 (as amended by R.A. No. 10884), if covered, the performance bond, and the balance of the processing fee or LS, may be required only through a written notice signed by an authorized official and that, further action on subject applications may be withheld if there is an unfavorable decision (final and executor) in case before this Board or an order in connection with a violation against the undersigned applicant which has not been complied with.

I can be reached at :  
 Address :  
 Telephone No. :

Or through my representative: \_\_\_\_\_  
(Name)

Address :  
 Telephone No. :

Very truly yours,

*(Printed Name and Signature)*  
*(Designation/Position)*

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, Affiant exhibiting his/her Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

**NOTARY PUBLIC**

Doc. No. : \_\_\_\_\_  
 Page No. : \_\_\_\_\_  
 Book No. : \_\_\_\_\_  
 Series of : \_\_\_\_\_