



Housing and Land Use Regulatory Board  
 Bicol Region Field Office  
 3<sup>rd</sup> Floor, Insular Bldg., Rizal St.,  
 Legazpi City

**APPLICATION FOR CLEARANCE TO MORTGAGE**

\_\_\_\_\_  
 Date

The Regional Officer  
 Bicol Region Field Office  
 HOUSING AND LAND USE REGULATORY BOARD  
 3<sup>rd</sup> Floor, Insular Bldg., Rizal St.,  
 Legazpi City

Sir:

Pursuant to Section 18 of P.D. 957, the undersigned respectfully applied for a clearance to mortgage (No. of Lots/Units) lots/units in \_\_\_\_\_ located at \_\_\_\_\_ (Subdivision/ Condominium) with an area of \_\_\_\_\_ square meters covered by Transfer / Condominium Certificate of Titles Nos. *(Excluding road lots and open space)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*(use additional sheet if necessary)*

Attached herewith are the following:

1. Two (2) copies of Affidavit of owner/mortgagor [PRLS.0007-B.01]
2. Two (2) copies of Affidavit of mortgagee bank [PRLS.0007-A.01]
3. One (1) Certified True Copy of Titles and list of titles to be mortgage

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\_\_\_\_ in the City/Province of \_\_\_\_\_, affiant exhibited to me his/her Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_\_.

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**Notary Public**

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