



HLURB MEMORANDUM CIRCULAR NO. 02
Series of 2015 (FEBRUARY 16, 2015)

TO : ALL CONCERNED

FROM : THE COMMISSIONER AND CHIEF EXECUTIVE OFFICER

SUBJECT : GUIDELINES ON BOARD RESOLUTION NO. 922, SERIES OF 2014, OR THE "REVISED IMPLEMENTING RULES AND REGULATIONS TO GOVERN DEALERS, BROKERS AND SALESMEN OF SUBDIVISION AND CONDOMINIUM PROJECTS UNDER PRESIDENTIAL DECREE NO. 957, OTHERWISE KNOWN AS THE "SUBDIVISION AND CONDOMINIUM BUYERS' PROTECTIVE DECREE" AND ALL OTHER PROJECTS REQUIRED BY LAW TO BE REGISTERED WITH THE HOUSING AND LAND USE REGULATORY BOARD

Pursuant to Section 14 of the Housing and Land Use Regulatory Board (HLURB) Resolution No. 922, Series of 2014, or the "Revised Implementing Rules and Regulations to Govern Dealers, Brokers And Salesmen of Subdivision and Condominium Projects Under Presidential Decree No. 957 (P.D. No. 957) Otherwise Known as the "Subdivision and Condominium Buyers' Protective Decree" And All Other Projects Required By Law To Be Registered With The Housing and Land Use Regulatory Board", this Guidelines is hereby issued.

RULE I
GENERAL PROVISIONS

Section 1. Title. – This Guidelines shall be referred to as the "2014 Guidelines on Dealers, Brokers and Salesmen".

Section 2. Scope of Application. This Guidelines shall apply to all persons, natural or juridical, that shall engage in the practice of real estate service with projects required by law to be registered with HLURB.

When used in this Guidelines, the word "project" shall include:

- 2.1 All subdivisions, including residential, commercial, farmlot, and industrial subdivisions;
- 2.2 All condominiums, including residential and commercial condominiums;
- 2.3 Any other similar projects, including cemeteries, memorial parks, and columbaria.

Section 3. Objective. This Guidelines aims to provide a uniform application, interpretation, usage, and implementation of Board Resolution No. 922, Series of 2014 in order to ensure that, through close supervision and regulations of persons engaged in the practice of real estate service with a project, the public and prospective buyers of any lot, including any building or improvements thereon, or any unit in a project, are protected from fraudulent practices and manipulations.

Section 4. Definition of Terms. For purposes of this Guidelines, the following terms or words shall, unless the context indicates otherwise, mean or be understood as follows:

- 4.1 "Broker" refers to any person who, for commission or other compensation, undertakes to sell or negotiate the sale of a real estate belonging to another.
- 4.2 "Cease and Desist Order" refers to an order issued by the HLURB directed against a developer enjoining it from committing certain acts in relation to its project by reason of a violation of Presidential Decree No. 957, Batas Pambansa Blg. 220, or any of their implementing rules and regulations or any guidelines or circular issued thereunder.
- 4.3 "Condominium Project" refers to the entire parcel of real property divided or to be divided primarily for residential purposes into condominium units, including all structures thereon.
- 4.4 "Cemetery" refers to a public or private land used for the burial of the dead and other uses indicated for cemetery purposes.
- 4.5 "Columbarium" refers to any structure, either freestanding or part of another building, containing niches for the inurnment of cremated human remains.
- 4.6 "Commercial Condominium" refers to the entire parcel of real property divided or to be divided primarily for commercial purposes into commercial units, including all structures thereon.



- 4.7. "Commercial Subdivision" refers to a tract or parcel of land registered under Act No. 496, as amended by Presidential Decree No. 1629, which is partitioned primarily into individual lots for commercial use with or without improvements thereon and offered to the public for sale in cash or in installment terms.
- 4.8. "Dealer" refers to any person directly engaged as principal in the business of buying and selling of real estate whether on a full-time or part-time basis.
- 4.9. "Developer" refers to any person who develops or improves a project for and in behalf of the owner thereof.
- 4.10 "Farmlot Subdivision" refers to a subdivision project primarily intended for agricultural production, with a minimum lot area of 1000 sq.m. and with a 25% maximum allowable buildable area.
- 4.11 "Industrial Subdivision" refers to a tract of land partitioned into lots for sale or lease to establishments engaged primarily in industrial production or services. The degree of development may be limited to the provision of utilities and allocation of areas for industrial buildings, facilities, and amenities, or it may also include the provision of buildings, facilities, and amenities.
- 4.12 "Memorial Park" refers to a privately-owned cemetery provided with a systematic supervision and maintenance where park-like atmosphere is its outstanding quality.
- 4.13 "Practice of Real Estate Service" refers to any of the acts or transactions embraced within Sections 4.1, 4.8 and 4.17 hereof with respect to any project required by law to be registered with the HLURB. In the case of brokers and salesmen, any single act or transaction thereof shall already constitute practice of real estate service.
- 4.14 "Person" refers to a natural or juridical person. A juridical person refers to any business firm such as a corporation, partnership, cooperative or association, or a single proprietorship.
- 4.15 "Project" refers to the different real estate development enumerated under Section 2 hereof which are required by law to be registered with the HLURB.
- 4.16 "Sale" or "sell" shall include every disposition or attempt to dispose, for a valuable consideration, of any lot, including the building and other improvements thereof, or any unit in a project. "Sale" and "sell" shall also include a contract to sell, a contract of purchase and sale, an exchange, an attempt to sell, an option of sale or purchase, a solicitation of a sale, or an

offer to sell, directly or by an agent, or by a circular, letter, advertisement or otherwise.

A privilege given to a member of a cooperative, corporation, partnership, or any association and/or the issuance of a certificate or receipt evidencing or giving the right of participation in, or right to, any land in consideration of payment of the membership fee or dues, shall be deemed a sale within the meaning of this definition.

- 4.17 "Salesman" or "salesperson" refers to the person engaged or regularly employed by a broker to perform, for and in his behalf, any or all functions of a real estate broker. A salesman may also be engaged or regularly employed by a dealer.
- 4.18 "Subdivision Project" shall mean a tract or a parcel of land registered under Act No. 496, as amended by Presidential Decree No. 1529, which is partitioned primarily for residential purposes into individual lots with or without improvements thereon, and offered to the public for sale, in cash or in installment terms. It shall include all residential, commercial, industrial and recreational areas as well as open spaces and other community and public areas in the project.

All other words as may be used in this Guidelines shall be interpreted in accordance with their normal and popular usage and meaning.

RULE II GENERAL GUIDELINES

Section 5. Practice of Real Estate Service. All persons engaged in the practice of real estate service with any project shall faithfully comply with the provisions of Presidential Decree No. 957 (P.D. No. 957) and shall not commit any act or representation tending to mislead, defraud or unfairly induce another to purchase any lot, including any building or improvements thereon, or any unit in a project under any mode or scheme of payment or acquisition, and shall not demonstrate unworthiness to engage in the practice of real estate service.

Section 6. Registration and Accreditation Requirements Under Republic Act No. 9646 And Presidential Decree No. 957. Republic Act No. 9646 otherwise known as the "Real Estate Service Act of the Philippines" requires all brokers and salespersons to be licensed and accredited by the Professional Regulatory Board of Real Estate Service (PRBRES) before they can engage in the practice of real estate service as defined in the said law. In addition thereto, as separately required under P.D. No. 957, before any dealer, or any PRBRES-registered broker or PRBRES-accredited salesperson can engage in the practice of real estate service specifically with respect to projects required by law to be registered with the



HLURB, such dealer, licensed broker or accredited salesperson shall first register with the HLURB in accordance with the rules and guidelines herein provided.

Section 7. Registration of Business Firms. Any business firm, whether a corporation, partnership, cooperative or association, or single proprietorship, shall first register with the HLURB in accordance with the rules and guidelines herein provided before it can engage in the practice of real estate service with any project.

Section 8. Requirement of Bond. All applicants shall file a bond or such other acceptable security in lieu thereof. Such bond or security shall be executed in favor of HLURB and be subject to the conditions provided under Section 12 of Presidential Decree No. 957 and as enumerated under Section 17 hereof.

Section 9. Monitoring and Sanctions. All persons engaged in the practice of real estate service with any project are subject to the regular monitoring, supervision and regulation of HLURB in accordance with its existing rules, regulations and guidelines. For this purpose, they shall be subject to imposition of fines and penalties in case of violation of any of the provisions of Presidential Decree No. 957 and its implementing rules and regulations.

RULE III PROCEDURE AND REQUIREMENTS FOR REGISTRATION

Sub-Rule III-A Registration of Dealers, Brokers and Salespersons

Section 10. Application for Registration. All dealers, licensed brokers and accredited salespersons who shall engage in the practice of real estate service with any project shall register with the Regional Field Office which has jurisdiction over the region where the applicant resides or where his office is located by submitting the following:

10.1. For Dealers:

- 10.1.1 Sworn Application for Registration
- 10.1.2 Recent 2 x 2 color photo;
- 10.1.3 Photocopy of a valid NBI or court clearance, with the original thereof for comparison as faithful reproduction;
- 10.1.4 Photocopy of the bond or security, with the original thereof for comparison as faithful reproduction;
- 10.1.5 Photocopy of the official receipt evidencing payment of the registration fee.

A pro-forma copy of the Application Form for Dealers is hereto attached as Annex "A".



10.2 For PRBRES Licensed Brokers:

- 10.2.1 Application for Registration
- 10.2.2 Recent 2 x 2 color photo;
- 10.2.3 Photocopies of the PRC-issued Certificate of Registration and valid PRC-Issued Professional Identification Card showing both front and back faces, with the originals thereof for comparison as faithful reproduction, or any other sufficient proof of such licensure;
- 10.2.4 Photocopy of the bond or security, with the original thereof for comparison as faithful reproduction; and
- 10.2.5 Photocopy of the official receipt evidencing payment of the registration fee.

A pro-forma copy of the Application Form for Brokers is hereto attached as Annex "B".

10.3. For PRBRES-Accredited Salespersons:

- 10.3.1 Application for Registration
- 10.3.2 Recent 2 x 2 color photo;
- 10.3.3 Photocopies of the PRC-issued Certificate of Registration and of valid PRC-Issued Accreditation Card showing both front and back faces, with the originals thereof for comparison as faithful reproduction, or any other sufficient proof of such accreditation;
- 10.3.4 Letter/s of Engagement/Employment signed by a registered dealer or broker;
- 10.3.5 Photocopy of the bond or security, with the original thereof for comparison as faithful reproduction; and
- 10.3.6 Photocopy of the official receipt evidencing payment of the registration fee.

A pro-forma copy of the Application Form for Salespersons is hereto attached as Annex "C".

Section 11. Authorization of Salespersons to Engage in the Practice of Real Estate. All salespersons shall secure a letter of Engagement or Employment from at least one (1) dealer or broker registered with the HLURB in whose behalf they intend to engage in the practice of real estate with any project. A pro-forma copy of the Letter of Engagement or Employment is hereto attached as Annex "D".



**Sub-Rule III-B
Registration of Business Firms**

Section 12. Application for Registration of Business Firms. All business firms, whether a corporation, partnership, cooperative or association, or single proprietorship, that shall engage in the practice of real estate service with any project shall register with the Regional Field Office which has jurisdiction over the region where the applicant's principal office is located by submitting the following:

- 12.1 Sworn Application for Registration;
- 12.2 Secretary's Certificate or sworn authorization of the representative applying for registration who shall likewise be an HLURB-registered broker;
- 12.3 Photocopy of Certificate of Registration with the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), or Cooperative Development Authority (CDA) with the original thereof for comparison as faithful reproduction;
- 12.4 Photocopy of the applicant's Articles of Incorporation, Partnership, or Cooperation with the original thereof for comparison as faithful reproduction;
- 12.5 Photocopy of the bond or security, with the original thereof for comparison as faithful reproduction; and
- 12.6 Current list of its engaged or employed HLURB-registered brokers and/or salespersons.

A pro-forma copy of the Application Form for Business Firms is hereto attached as Annex "E".

**Sub-Rule III-C
Common Provisions**

Section 13. Issuance of Certificate of Registration and Identification Card. A certificate of registration shall be issued upon registration which shall remain valid unless the registration has been suspended or revoked in accordance with the rules and guidelines herein provided. An identification card shall likewise be issued to the registered brokers, dealers and salespersons which shall be in the possession of the registrant while engaged in the practice of real estate service with any project and shall be available for presentation when so required in accordance with HLURB's existing rules, regulations and guidelines. A pro-forma copy of the Certificate of Registration is hereto attached as Annex "F".



Section 14. Renewal of Registration. Every registration shall expire on the thirty-first of each year and shall be renewed upon written application during the month of November, in accordance with HLURB's existing rules and guidelines. Subject to the approved Schedule of Fees of the HLURB, any renewal filed after the prescribed period shall be treated as original registration in accordance with Sections 10 and 12 hereof.

Section 15. Register of Dealers, Brokers, Salespersons and Business Firms. Every RFO shall keep a register of all of its registered dealers, brokers, salespersons and business firms which, upon request, shall be open to the public for inspection at any time during office hours. Such list shall likewise be posted and made available in the official website of the HLURB.

RULE IV BOND OR SECURITY

Section 16. Requirements. The bond or any acceptable security shall be executed in favor of HLURB and shall be expressly conditioned upon the applicants' faithful compliance with the provisions of Section 12 of Presidential Decree No. 957. The same may be forfeited if after reasonable notice and hearing, it shall be determined that the registrant:

- 16.1 Has violated any provision of P.D. No. 957 or any rule or regulation issued thereunder, including the selling of a lot or unit of any project without a license to sell;
- 16.2 Has made a material false statement in his application for registration; or
- 16.3. Has been guilty of a fraudulent act in connection with any sale of a lot or unit in any project; or
- 16.4 Has demonstrated his unworthiness to engage in the practice of real estate service.

The bond or security posted by a registrant business firm shall likewise be forfeited in favor of the HLURB if after reasonable notice and hearing, it shall be determined that it has knowledge or has consented to or tolerated any of its authorized brokers or salespersons committing the acts herein enumerated. Such business firm shall, within ten (10) days from the said forfeiture of the bond or security, replace the same or post a new bond or security.



Section 17. Amount and Effectivity of the Bond. Dealers and brokers shall be required to post a bond in the amount of FIVE THOUSAND PESOS (₱5,000.00) while salespersons shall be required to post a bond or security in the amount of ONE THOUSAND PESOS (₱1,000.00). All business firms applying for registration shall be required to post a bond in the amount of TWENTY THOUSAND PESOS (₱20,000.00).

The bond or security shall be effective for a period of one (1) year and a new one shall be filed by the registrant upon renewal of the registration under the same terms and conditions herein provided.

**RULE V
MONITORING, SUSPENSION AND REVOCATION**

**Sub-Rule V-A
Effects of Registration**

Section 18. Authority to Practice Real Estate Service. Upon registration, dealers, brokers, salespersons and business firms shall be allowed to engage in the practice of real estate service anywhere in the country unless such registration has been suspended or revoked in accordance with the rules and guidelines herein provided.

Section 19. Display of the Certificate of Registration. All registered persons engaged in the practice of real estate service with any project shall conspicuously display the original and/or certified true copy of the HLURB-issued Certificate of Registration in their place of business, branch or extension offices, and temporary or mobile sales or display booths.

SECTION 20. Suspension and Revocation of Registration. Registration under this Rules may be denied or refused, or thereafter be revoked if after reasonable notice and hearing, it shall be determined that the applicant or registrant has committed, or knowingly allowed or permitted any person it has engaged to practice real estate service in its behalf with respect to any project, to commit any of the acts enumerated in Sections 16.1 to 16.4. hereof. Pending investigation thereof, the registration may be suspended, provided that such suspension order shall state the cause or reason thereof. In case of charges against a salesperson, notice thereof shall also be given to the the dealer or broker employing or engaging such salesperson.



SECTION 21. Effects of Suspension and Revocation of Registration. The suspension, cancellation or revocation of the registrant's PRBRES registration or accreditation shall automatically suspend or revoke the HLURB registration as the case may be. All registered dealers or brokers shall immediately notify HLURB of the fact of suspension or revocation of the accreditation of any of its engaged or employed salespersons.

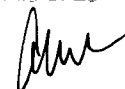
The suspension or revocation of the registration of any business firm shall carry with it the corresponding suspension or revocation of the authority of all of its brokers or salespersons with respect to the projects with which such business firm may have been engaged to practice real estate service.

The suspension or revocation of the registration of a salesperson shall likewise correspondingly suspend or revoke the registration of the engaging or employing dealer, broker, or business firm if it shall be determined that the latter knowingly permitted or allowed such salesperson to commit any of the acts enumerated in Section 17 hereof.

Sub-Rule V-B Monitoring Procedure

Section 22. Monitoring of Dealers, Brokers and Salesmen. The existing administrative rules of procedure in the monitoring of projects and the imposition of administrative sanctions on violation P.D. No. 957 and its implementing rules and regulations, shall insofar as practicable, be applicable to the supervision and regulation of dealers, brokers and salesmen engaged in the practice of real estate service. Monitors duly designated by the Regional Field Officer (RFO) to conduct monitoring activities shall, in the course of their monitoring, likewise monitor the practice of real estate service by dealers, brokers and salesmen without having to secure specific authorization or instruction to embark on such monitoring and investigation.

Section 23. Service of Notice of Reported Alleged Violation with Order to Comment. Any person found practicing real estate service in any place of business, branch or extension office, temporary or mobile sales or display booth, or mall or any public place without displaying an HLURB-issued certificate of registration or identification card or performing any of the prohibited acts provided herein including the selling of lots or units of projects without license to sell shall be required by any monitor to immediately display or produce his HLURB-issued certificate of registration or identification card. Upon failure to present or produce the same, such person shall be required to produce any other valid identification card and a Notice of



Reported Violation (NORAV) with Order to Comment shall be immediately served upon him and shall be required to sign and acknowledge receipt of the NORAV. A pro-forma copy of the Notice of Reported Violation (NORAV) with Order to Comment is hereto attached as Annex "G".

The NORAV shall be executed in duplicate, signed by the monitor, indicating the offense or offenses committed or that may have been committed, and requiring such person to submit to the RFO within ten (10) days a sworn statement, attaching relevant supporting documents thereto, explaining why no administrative fine or penalties should be imposed on him.

Section 24. Return of the Notice of Reported Violation. Any monitor who may have served a NORAV to any person found or suspected to have committed prohibited acts or practices in real estate service as herein provided shall, within three working days from service of the NORAV, submit the retained copy to the Head of the Monitoring Unit of the RFO who shall then review and endorse the same to the RFO for evaluation.

Section 25. Suspension Pending Investigation; Notice of Hearing. If the person served with NORAV is registered with the HLURB, on the basis of the reviewed NORAV and prior to actual receipt of the sworn statement required to be submitted, the RFO may issue an order temporarily suspending the registration of the person suspected of having committed unauthorized practice of real estate service and may require such person to appear before him for clarificatory hearing or conference.

If the person however served with NORAV is found not to be registered with the HLURB or not authorized to practice real estate service, a fine or penalty may directly be imposed upon him in accordance with Section 28 hereof.

Section 26. Order of Imposition of Sanction. If after notice and hearing, or if the person fails to submit his sworn statement or appear in the clarificatory hearing as may be required, the RFO determines that there is indeed violation of any provision of P.D. No. 957 or its implementing rules, regulations and guidelines, the RFO shall issue an Order of Imposition of Administrative Sanctions, stating the nature of violation and the sanctions imposed, as well the basis or reasons for such imposition. Otherwise, the RFO shall issue an Order lifting the suspension if previously imposed.

If the circumstances so warrant, the RFO may direct the serving or cause the service of similar NORAV to the owner or developer, dealer or broker as the case may be, who may have engaged or authorized the person found to have committed prohibited practice of real estate service.



RULE VI SANCTIONS

Section 27. Administrative Fines and Penalties. Except as provided under Sections 28 and 29 hereof, in addition to the appropriate penalties that may be imposed in accordance with Section 39 of Presidential Decree No. 957, a graduated fine shall be imposed for violations of this Guidelines as follows:

- 1st Offense - Fine in the amount of ₱5,000.00; and
- 2nd Offense - Fine in the amount of ₱10,000.00 and revocation of HLURB registration.

Any person not registered with the HLURB found violating for the second time any provision of this Guidelines, or whose registration has been revoked under this Guidelines shall not be allowed to register anew with the HLURB. In addition thereto, all violations committed by brokers or salespersons shall be reported to the PRBRES by the HLURB, and if applicable, with a corresponding recommendation for the revocation or cancellation of such registration or accreditation in case of subsequent violation.

All fines imposed in this Guidelines shall be payable to HLURB and enforceable through writs of execution in accordance with the existing HLURB's Rules of Procedure. The rights and remedies provided in this Guidelines shall be in addition to any and all other rights and remedies that may be available under existing laws.

Section 28. Practicing Real Estate Service Without or With Expired HLURB Registration. Any person who shall engage in the practice of real estate service with any project without first registering with the HLURB shall be fined ₱10,000.00 and any person who shall engage in the practice of real estate service with an expired registration shall be fined ₱5,000, without prejudice to the criminal action that may be filed pursuant to Section 39 of the Decree.

RULE VII SEPARABILITY AND EFFECTIVITY

Section 29. Separability Clause. The provisions of this Guidelines are hereby declared separable, and in the event that any provision herein is declared null and void, the validity of all other provisions shall not be affected thereby.



Section 30. Effectivity Clause. This Guidelines shall take effect immediately.

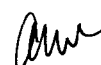
Section 31. Transitory Provision. Upon effectivity of Board Resolution No. 922, Series of 2014, all dealers, brokers and salespersons who have been engaged in the practice of real estate service and who have failed to register or renew their registration with the HLURB shall be given a period of sixty (60) days within which to register or renew and shall be exempt from the imposition of fines provided in the HLURB's Revised Schedule of Fines for failure to register or renew. All business firms who have been engaged in the practice of real estate service shall, upon effectivity of this Rules, likewise be given a period of sixty (60) days within which to register.

Notwithstanding the foregoing, the non-imposition of fine as herein provided during the sixty (60) – day transitory period shall not prejudice the enforcement of Sections 11 (Practicing Real Estate Service Without Registration) and 12 (Practicing Real Estate Service With Expired Registration) of Board Resolution No. 922, Series of 2014.

For strict compliance and implementation.



ANTONIO M. BERNARDO
Commissioner and Chief Executive Officer



ANNEX A

Republic of the Philippines
Office of the President
Housing and Land Use Regulatory Board
Field Office
RFO Address

APPLICATION FOR REGISTRATION OF REAL ESTATE DEALER

Original () Renewal ()

Pursuant to Sections 11 and 12 of Presidential Decree No. 957,
as implemented by Board Resolution No. 922, Series of 2014

Name of Applicant: _____
Civil Status: _____ Age: _____ Name of Spouse: _____
Office Address: _____ Tel. No.: _____
Branch Office Address: _____ Tel. No.: _____
Residence Address: _____ Tel. No.: _____
Year Last Registered (for renewal only) _____

Attached herewith are the following:

- 1. Two (2) recent 2 X 2 color photo;
- 2. Photocopy of valid NBI clearance or court clearance (Original copy to be presented upon filing, for comparison as faithful reproduction);
- 3. Photocopy of the bond or security (Original copy to be presented upon filing, for comparison as faithful reproduction); and
- 4. Photocopy of the official receipt.

Have you ever been convicted of any crime involving a penalty of more than six (6) months imprisonment? If yes, state the nature.

I hereby attest that all the foregoing information, data, and submitted documents are true and correct to the best of my knowledge and have been given freely, voluntarily and without fraudulent or deceitful intent and purpose whatsoever, and that I have personally read, filled-out, understood and signed the foregoing application form.

Printed Name and Signature

Place Date

SUBSCRIBED AND SWORN to before me this _____ day of _____, _____, affiant exhibiting to me _____ issued in _____ on _____

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____



ANNEX B

**Republic of the Philippines
Office of the President
Housing and Land Use Regulatory Board
_____ Field Office
RFO Address**

APPLICATION FOR REGISTRATION OF REAL ESTATE BROKER

Original () Renewal ()
Pursuant to Sections 11 and 12 of Presidential Decree No. 957,
as implemented by Board Resolution N. 922, Series of 2014

Name of Applicant: _____
Civil Status: _____ Age: _____ Name of Spouse: _____
Office Address: _____ Tel. No.: _____
Branch Office Address: _____ Tel. No.: _____
Residence Address: _____ Tel. No.: _____
Year Last Registered (for renewal only) _____

Attached herewith are the following:

- 1. Two (2) recent 2 X 2 color photo;
- 2. Photocopy of valid PRC-Issued Certificate of Registration and PRC-issued Professional Identification Card (Originals thereof to be presented upon filing for comparison as faithful reproduction);
- 3. Photocopy of the bond or security (Original copy thereof to be presented upon filing for comparison as faithful reproduction); and
- 4. Photocopy of the official receipt.

Have you ever been convicted of any crime involving a penalty of more than six (6) months imprisonment? If yes, state the nature:

I hereby attest that all the foregoing information, data, and submitted documents are true and correct to the best of my knowledge and have been given freely, voluntarily and without fraudulent or deceitful intent and purpose whatsoever, and that I have personally read, filled-out, understood and signed the foregoing application form.

Printed Name and Signature

Place Date

SUBSCRIBED AND SWORN to before me this _____ day of _____, _____, affiant exhibiting to me _____ issued in _____ on _____.

NOTARY PUBLIC

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Republic of the Philippines
Office of the President
Housing and Land Use Regulatory Board
Field Office
RFO Address

APPLICATION FOR REGISTRATION OF REAL ESTATE SALESPERSON

Original () Renewal ()
Pursuant to Sections 11 and 12 of Presidential Decree No. 957,
as implemented by Board Resolution N. 922, Series of 2014

Name of Applicant: _____
Civil Status: _____ Age: _____ Name of Spouse: _____
Office Address: _____ Tel. No.: _____
Branch Office Address: _____ Tel. No.: _____
Residence Address: _____ Tel. No.: _____
Year Last Registered (for renewal only) _____

Attached herewith are the following:

- 1. Two (2) recent 2 X 2 color photo;
- 2. Photocopy of valid PRC-Issued Certificate of Registration and PRC-issued Professional Accreditation Card (Originals thereof to be presented upon filing for comparison as faithful reproduction);
- 3. Letter of Engagement / Employment signed by an HLURB-registered Dealer or Broker;
- 4. Photocopy of the bond or security (Original copy thereof to be presented upon filing for comparison as faithful reproduction); and
- 5. Photocopy of the official receipt.

Have you ever been convicted of any crime involving a penalty of more than six (6) months imprisonment? If yes, state the nature:

I hereby attest that all the foregoing information, data, and submitted documents are true and correct to the best of my knowledge and have been given freely, voluntarily and without fraudulent or deceitful intent and purpose whatsoever, and that I have personally read, filled-out, understood and signed the foregoing application form.

Printed Name and Signature

Place Date

SUBSCRIBED AND SWORN to before me this _____ day of _____, _____, affiant exhibiting to me _____ issued in _____ on _____.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____



ANNEX D

**SALESPERSON'S
ENGAGEMENT / EMPLOYMENT**

Pursuant to Sections 11 and 12 of Presidential Decree No. 957,
as implemented by Board Resolution No, 922, Series of 2014

The Regional Officer
_____ Regional Field Office
Housing and Land Use Regulatory Board
RFO Address

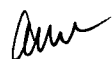
This is to certify that NAME OF APPLICANT SALESPERSON has been ENGAGED / EMPLOYED and is authorized by NAME OF HLURB REGISTERED DEALER/BROKER to engage in the practice of real estate service as a salesperson with respect to NAME OF SPECIFIC PROJECT/S located at PROJECT LOCATION.

Issued this ____ day of _____, 20__ in _____.

Printed Name and Signature

Designation

Name of Office, Business Address



ANNEX F



Republic of the Philippines
Office of the President
Housing and Urban Development Coordinating Council
HOUSING AND LAND USE REGULATORY BOARD

CERTIFICATE OF REGISTRATION

No. _____

BE IT KNOWN THAT:

NAME OF REGISTRANT

Principal Office Address

Is registered as a REAL ESTATE DEALER / BROKER / SALESPERSON / BUSINESS FIRM and is authorized to practice real estate service with respect to any project required by law to be registered with the Housing and Land Use Regulatory Board, pursuant to Sections 11 and 12 of Presidential Decree No. 957, otherwise known as "The Subdivision and Condominium Buyers' Protective Decree", subject to such terms and conditions as may be promulgated by the Housing and Land Use Regulatory Board.

Given this ____ day of _____, 20__ in _____, Philippines.

This Certificate expires on 31st of December, 20__.

Regional Field Officer

Regional Field Office

O.R. No. : _____
Date : _____
Amount : ₱ _____
T.I.N. : _____

ANNEX G

NAME OF DEALER/BROKER/SALESPERSON

Received by:

Address

Signature

Date

NOTICE OF REPORTED ALLEGED VIOLATION

Pursuant to Sections 11 and 12 of Presidential Decree No. 957,
as implemented by Board Resolution No. 922, Series of 2014

Based on HLURB monitoring conducted on _____ (date, time and location) _____, you
have been found to be:

- Selling lots / units without / with expired HLURB Registration
- Selling lots/units of projects without license to sell
- Failure to display HLURB-Issued Identification Card
- Failure to display HLURB-Issued Certificate of Registration
- Distribution of Prohibited Announcement or Advertisement Materials
- Other Offense/s: _____ (Specify) _____

In violation of Presidential Decree No. 957, or the "Subdivision and Condominium Buyers' Protective Decree" and its implementing rules, regulations, and guidelines.

In view of the foregoing, this NOTICE is hereby issued requiring you to SUBMIT WITHIN TEN (10) DAYS to _____ (Regional Field Officer, Office Address) _____ a SWORN EXPLANATION why no administrative fine, sanction or penalty shall be imposed against you, as follows:

- Selling of lots / units without HLURB Registration - P10,000.00
- Selling of lots / units with expired HLURB Registration - P 5,000.00
- Other Offense/s: First Offense - P 5,000.00
Second Offense - P 10,000, revocation of
HLURB Registration and recommendation with
PRBRES for revocation of license or accreditation

Non-compliance with this Notice and Order within the prescribed period shall constrain the HLURB to impose administrative fines, sanctions and penalties as may be warranted under existing laws, rules and regulations.

For strict compliance.

HLURB Monitor

