

CHECKLIST OF DOCUMENTARY REQUIREMENTS (CDR) ON SALE OF REAL PROPERTY FOR SOCIALIZED HOUSING PROGRAM AS CERTIFIED BY THE HLURB

IMPORTANT: 1. Processing of transaction commence only upon submission of **COMPLETE DOCUMENTS**.
2. In all instances wherein xerox or photocopies are submitted, the original must be presented for authentication.

a. MANDATORY REQUIREMENTS for both Participants & Beneficiaries of the Socialized Housing Program under R.A. No. 7279

- TIN of Seller and Buyer
- Notarized Deed of Absolute Sale/Document of Transfer, but only photocopied document shall be retained by the BIR
- Certified true copy of the latest Tax Declaration issued by the Local Assessor's Office for land and improvement applicable to the taxable transaction
- Owner's Copy for presentation purposes only together with the photocopy thereof for authentication or Certified True Copy of Transfer Certificate of Title (TCT), Condominium Certificate of Title (CCT), Original Certificate of Title (OCT)
- Official Receipt/Deposit Slip for this purpose and duly validated return as proof of payment

b. ADDITIONAL REQUIREMENTS; for Participants only of the Socialized Housing Program under R.A. No. 72792

- Sworn Statement of taxpayer/seller that the acquired raw land shall be used for socialized housing project
- Approved HLURB Subdivision Plans & Preliminary and Location Clearance
- Certification from HLURB that the taxpayer is engaged in socialized housing
- Certification from HLURB that the sale of the socialized housing unit to qualified beneficiaries shall in no case exceed the maximum amount of P150,000.00/P180,000.00 price ceiling
- Such Other requirements as may be required by law/rulings/regulations/other issuances

NAME OF TAXPAYER

ONETT OFFICER

HEAD ONETT TEAM

DATE RECEIVED

DATE ISSUED

Telephone No: _____

Instruction: Prepare in duplicate and ascertain that CDR is signed by Head ONETT Team before release to taxpayer

Distribution: Original - Attach to Docket
Duplicate - Taxpayer's Copy

"Annex A-8"

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