

## 6. RENTAL HOUSING PROGRAM



The City Government's Rental Housing Program shall be made available exclusively to the underprivileged, homeless, and Informal Settler Families (ISFs) who cannot afford economic or low-cost housing.

<b>Office or Division:</b>	<b>Housing and Resettlement Division</b>	
<b>Classification:</b>	Qualified for Multi-stage processing	
<b>Type of Transaction:</b>	G2C –Government to Citizen	
<b>Who may avail:</b>	underprivileged, homeless, and Informal Settler Families (ISFs)	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Application Form to be provided by the Housing, Community Development and Resettlement Department (HCDRD) containing the names and photos of the Applicant and all members of his/her household		HCDRD
2. Proof of income (pay slips, etc.)		Company of the client
3. Certificate of Employment		Company of the client
4. Valid Government issued I.D. (preferably QCitizen ID)		Client (To secure from BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG)
5. Barangay Certificate of Residency		Barangay

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<p>1.The duly accomplished Application Form, together with all the aforementioned requirements, shall be submitted to the HCDRD.</p> <p>*An Applicant may be assigned to the appropriate socialized housing project of the City Government, if any, or to a waitlist. An Applicant assigned to a waitlist shall be stacked according to priority level and chronological order of application.</p>	1. Receive the application form and requirements (containing the names and photos of the Applicant and all the members of his/her household)	none	15 minutes	<i>Receiving Clerk Administrative Aide</i>
	1.1 Evaluate documents submitted to check if complete (and applicant is qualified for the rental housing program.)	none	2 days	<i>Project Coordinator Section/Division Housing and Resettlement Division</i>
	1.2 Qualification Process	none	Within ninety (90) days from receipt	<i>Beneficiary Selection And Arbitration Committee (BSAAC)</i>
	Total		<i>92 days 0 hour 15 minutes.</i>	
<b>Rental Housing Program</b>	Qualified for Multi-stage processing			

**Lease Period and Rental Fees:**

1. Lease Period. The term of lease shall be renewable every three (3) years commencing from the perfection of "*Kasunduan ng Pagpapaupa*," which shall govern the contract
2. Limitation. The lease period shall not exceed twenty-five (25) years.
3. Rental Fee. The monthly rental fee shall be Eight Hundred Pesos (Php 800.00) to be paid by the Beneficiary on the date provided in the "*Kasunduan ng Pagpapaupa*."
4. Increase of Rental Fee. The monthly rental fee shall correspondingly increase every three (3) years, at a rate to be determined by the Local Housing Board (LHB).
5. Basis of the Rental Fee Increase. The increase in the rental fee shall be based on the accessibility of the housing unit, subject to review and consideration for appropriate amendments and revision.
6. Discounted Rental Rate. If it shall be proven that the financial capacity and the socio-economic profile of the Beneficiary renders it difficult for him/her to pay the monthly rental, the same shall be given at a discounted rate. In this case, to be entitled to the discounted rate, the Beneficiary concerned shall be required to undergo a screening process upon submission of the following documents:
  - a. Notarized Certificate of Employment and Compensation
  - b. Latest one month pay slip
  - c. Barangay Certificate of Indigency
  - d. Case study report by the HCDRD