

5. DIRECT PURCHASE OF LAND FOR DISTRIBUTION TO INFORMAL SETTLER FAMILIES/ACTUAL OCCUPANTS



The Quezon City Government has been actively pursuing the Direct Purchase approach, wherein the City buys the properties occupied by Informal Settler Families (ISFs) directly from the landowner/s with the intention of eventually providing land tenure to the actual occupants.

Office or Division:	Community Mortgage Program under Housing and Resettlement Division	
Classification:	Qualified for Multi-Stage Processing	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Landowners (LO) of private properties; Individual Client for Socialized Housing	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1 original, 1 photocopy- Letter of Intent to Sell		Landowner (LO)
1 CTC and 2 photocopies of Certified True Copy of titles.		Registry of Deeds (RD)
1 CTC and 2 photocopies of the Certified True Copy of the current Tax Declaration		City Assessor's Office
1 Original and 2 photocopies of the Updated Tax Clearance/Tax Receipts		City Treasurer's Office (CTO)
1 Blueprint Copy of the Vicinity Map/lot plan duly signed by the Geodetic Engineer		Geodetic Engineer/Landowner (LO)
2 Original Copy and 2 photocopies Notarized Special Power of Attorney (SPA) for landowner/s who are represented by their Attorney-in-Fact		Landowner (LO)
2 photocopies-Two (2) valid Government issued IDs and BIR issued Tax Identification Number (TIN) of the registered owner/s of the property		Landowner (LO)
May submit requirement and follow up through email at email address: HCDRD@quezoncity.gov.ph		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent to sell addressed to the City Mayor.	1. Receive the transmitted letter of intent.	None	5 minutes	<i>Receiving Clerk</i> Administrative Division
	1.1 Receive the required documents.	None	1 day	<i>Receiving Clerk</i> Administrative Division
	1.2 Transmit to the Assistant Department Head for review.			<i>Assistant Department Head /</i>
	1.3 Receive documents for proper disposition.	None	5 minutes	Office of the Assistant Department Head
	1.4 Evaluate letter and validate submitted documents	None	1 day	<i>Department Head</i> Office of the Dept. Head
		None	2 days	<i>Personnel-in-Charge</i> Community Mortgage Program Section
2. The landowner should know the actions to be	HCDRD will undertake the following:			

undertaken in response to his letter of intent to sell.	2. Conduct site inspection and prepare recommendation	None	2 days	<i>Personnel-in-Charge</i> Community Mortgage Program Section
	2.1 Inclusion in the HCDRD yearly Project Procurement Management Plan (PPMP)	None	Yearly	<i>Department Head</i> Office of the Dept. Head, <i>Assistant</i> <i>Department Head</i>
	2.2 Make a recommendation to the City Council to authorize the City Mayor to purchase the property.	None	6 days	
	2.3 Prepare request for the property's appraisal from the City Appraisal Committee	None	1 day	<i>Personnel-in-Charge</i> Community Mortgage Program Section
3. Execute Deed of Absolute Sale (DOAS) between landowner and the QC Government.	3. Facilitate the execution of DOAS.	None	1 day	<i>Project Coordinator</i> Community Mortgage Program Section

4.The land owner should follow up and know the procedures to be undertaken by HCDRD,	4. Prepare documents and apply for a Certificate Authorizing Registration (CAR) at Bureau of Internal Revenue (BIR). 4.1 Request for the transfer of the registered name of the title to the Quezon City Government at the Registry of Deeds.	None	3 days	<i>Project Coordinator</i> Community Mortgage Program Section
5. The landowner will proceed to the City Treasurer's Office upon completion of the process to claim payment for the property.	5. Provide information with regard to requirement for claiming the payment for property.	None	10 minutes	<i>Project Coordinator</i> Community Mortgage Program Section
	TOTAL:	None	1 year, 21 days, 0 Hour(s), 20 minutes	
Lot Acquisition Through Direct Purchase Program	Qualified for Multi-Stage Processing			