



SOCIAL HOUSING FINANCE CORPORATION
a subsidiary of National Home Mortgage Finance Corporation

**COMMUNITY MORTGAGE PROGRAM OPERATIONS GROUP
PROJECT INDIVIDUALIZATION DEPARTMENT**

**CHECKLIST OF DOCUMENTARY REQUIREMENTS
FOR ONE-SHOT INDIVIDUALIZATION**

**NOTE: ONLY THOSE COMMUNITY ASSOCIATIONS
WITH 80% CER & ABOVE ARE QUALIFIED
TO UNDERGO ONE-SHOT INDIVIDUALIZATION**

- 1. Letter-request for the temporary withdrawal of the mother title for the purpose of One-Shot Individualization
- 2. Blueprint of approved subdivision plan
- 3. Photocopy of approved individual technical descriptions
- 4. Proof of payment of real property tax (updated tax clearance / real property tax receipt)
- 5. Borrower's Information Sheet (BIS)
- 6. Certification issued by the Housing and Land Use Regulatory Board (HLURB) / Securities and Exchange Commission (SEC) on the present set of officers/board of directors
- 7. Notarized conformity of the member-beneficiaries on changes on block and lot assignments (*if applicable*)
- 8. Deed of Conveyance (either one of the following):
 - 8.1. Deed of Assignment with Assumption of Mortgage (DAAM)
 - 8.2. Deed of Partition with Assumption of Mortgage (DOPAM)
 - 8.3. Deed of Sale with Assumption of Mortgage (DOSAM)

**NOTE: PLEASE INQUIRE WITH THE LOCAL REGISTER OF
DEEDS ON THE APPLICABLE DEED OF CONVEYANCE
FOR YOUR COMMUNITY ASSOCIATION**

- 9. Promissory Note (PN) executed by the member-beneficiary in favor of SHFC

Contact / Trunk Line No.: 750-6338 to 50 Local 541 / 542

C O N T A C T P E R S O N S

**MR. PERRY D. ALAMBRO
MR. WILL O. PERAN
MR. CYRUS E. ESPEDIDO**

**MS. DELIA V. SILVIA
CHIEF OF DIVISION**

**MS. JULITA R. PARREÑO
MANAGER**

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