

5. LOT ACQUISITION THROUGH DIRECT PURCHASE PROGRAM



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
Letter of Intent to Sell (1 original, 1 photocopy)		Landowner (LO)
Land Title/s (1 CTC, 2 photocopies)		Registry of Deeds (RD)
CTC of the present Tax Declaration (1 CTC, 2 photocopies)		City Assessor's Office
Updated Tax Clearance/Tax Receipts (1 original, 2 photocopies)		City Treasurers Office (CTO)
Vicinity Map/lot plan duly signed by the Geodetic Engineer (1 blueprint)		Geodetic Engineer/Landowner (LO)
Notarized Special Power of Attorney (SPA) for landowner/s who are represented by their Attorney-in-Fact (2 original, 2 photocopies)		Landowner (LO)
Two (2) valid Government issued IDs and BIR issued Tax Identification Number (TIN) of the registered owner/s of the property (2 photocopies)		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 Administrative Division</i>
	1.1 Receive the required documents.	None	1 day	<i>Receiving Clerk Administrative Division</i>
	1.2 Transmit to the Assistant Department Head for review.	None	5 minutes	<i>Assistant Department Head / Office of the Assistant Department Head</i>
	1.3 Receive documents for proper disposition.	None	1 day	<i>Department Head Office of the Dept. Head</i>
	1.4 Evaluate letter and validate submitted documents	None	2 days	<i>Personnel-in-Charge Community Mortgage Program Section</i>
2. The landowner should know the actions to be undertaken in response to his letter of intent to sell.	HCDRD will undertake the following:			
	2. Conduct site inspection and prepare recommendation	None	2 days	<i>Personnel-in-Charge Community Mortgage Program Section</i>
	2.1 Make a recommendation to the City Council	None		<i>Department Head Office of the Department Head Assistant Department Head</i>

	to authorize the City Mayor to purchase the property.		7 days	<i>Office of the Assistant Department Head</i>
	2.2 Prepare request for the property's appraisal report from the City Appraisal Committee	None	1 day	<i>Personnel-in-Charge Community Mortgage Program Section</i>
3. Sign Deed of Absolute Sale (DOAS)	3. Assist in signing of DOAS.	None	1 day	<i>Project Coordinator Community Mortgage Program Section</i>
	3.1 Prepare documents and apply for a Certificate Authorizing Registration (CAR) at Bureau of Internal Revenue (BIR).	None	3 days	<i>Project Coordinator Community Mortgage Program Section</i>
	3.2 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 Community Mortgage Program Section</i>
4. Receive payment from City Treasurer's Office (upon notification)				
	TOTAL:	None	19 days, 0 Hour(s), 10 minutes	
Lot Acquisition Through Direct Purchase Program	Qualified for Multi-Stage Processing			