

1. SOCIALIZED HOUSING UNIT AND SOCIALIZED CONDOMINIUM UNIT



This is a program wherein the Quezon City Government initiates construction of socialized housing/condominium projects and makes the constructed units available for application to its qualified residents through a housing loan scheme with a maximum loanable amount of Seven Hundred Fifty Thousand Pesos (P 750,000.00 at PAG-IBIG Fund and Four Hundred Fifty Thousand (P450,000.00) at the Social Housing Finance Corporation.

Office or Division:	Direct Sale Section under Housing and Resettlement Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen;G2G –Government to Government	
Who may avail:	Qualified informal settler families, government employees and other Quezon City residents	
CHECKLIST OF REQUIREMENTS		
WHERE TO SECURE		
1.1 original and 1 photocopy] Proof of Income - Anyone of the following : Certificate of Employment and Compensation, Certificate of Engagement, Pay slip, ITR	Employer of Client, BIR	
2.1 original and 1 photocopy-Birth certificate If married, 1 original, 1 photocopy-Marriage Contract and Birth Certificate of the spouse.	PSA	
3.1 photocopy Valid ID (preferably QCitizen ID) and company ID with signature, 1X1 photo (4pcs.) If married, (1 photocopy) Valid ID (preferably QCitizen ID) of the spouse; 1x1 photo (4 pcs.)	Client (applicant),BIR, Post Office, DFA, PSA, SSS	
4.1 Original copy and 1 photocopy Proof of Billing	Client to secure from Meralco, Maynilad ,PLDT and others	
5. 1 Original Copy and 1 photocopy Barangay Clearance	Barangay Hall	
6. 1 Original Copy and 1 photocopy Certificate of No Property	City Assessor's Office	
7. Family Photos 3R - size (2 pcs.)	Client (Applicant)	

8. 1 original and 1 photocopy of NBI Clearance	NBI
1. 1 photocopy BIR TIN ID	BIR
2. Recommendation from HCDRD Development Officer , if Informal Settler Family (ISF)	Housing and Resettlement Division/Community Development Section-HCDRD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The applicant shall submit all the requirements to the Direct Sale Section of the Housing, Community Development and Resettlement Department (HCDRD) for pre-evaluation	1. Receive application with attached requirements.	None	10 minutes	<i>Administrative Aide IV</i>
	1.1 Screen and Pre evaluate application and submitted requirements	None	3 days	<i>Administrative Aide IV Housing and Homesite Regulation Officer II Direct Sale Section</i>
2. The applicant shall attend the orientation /seminar	3. Conduct orientation / seminar.	None	1 day	<i>Section Head, Housing and Homesite Regulation Officer IV Direct Sale Section</i>
3. The applicant shall sign in loan documents on the scheduled date.	3. Facilitate the signing of beneficiary loan documents and assist in the encoding of needed information in other documents, forms or pleadings.	None	3 days	<i>Section Head, Administrative Aide IV Direct Sale Section</i>
4. After the signing of loan documents and other requirements, the applicant will be informed that these documents will be re-evaluated at HCDRD for submission to financing agency.	4. Review application and loan documents and submit to *PAG-IBIG Fund/SHFC.	None	2 days	<i>Section Head, Administrative Aide IV Direct Sale Section</i>
	Total	None	9 days 0 hour 10 minutes	

*(*The approval of the loan application at PAG-IBIG Fund is usually 30 days more or less upon submission of the complete requirements from HCDRD)*

**Socialized Housing
Unit at Socialized
Condominium Unit**

Highly Technical Transaction