

Basic Requirements for Registering Properties in the Philippines

The following are the basic steps and requirements for registering properties in the Philippines. Bring the following required documents for submission to a Registration Information Officer (RIO) at the Registry of Deeds Office in your local area (City, Province, Region). The RIO will check if you have the complete required documents for the transaction. Fill out and complete the Transaction Application Form (TAF):

1. Original copy of Original Deed/Instrument.

If original document cannot be presented, the document original or certified true copy shall be presented together with a sworn affidavit executed by the interested party stating why the original document cannot be submitted.

2. Certified copy of the latest Tax Declaration of the property.

3. If titled property, owner's copy of the certificate of title, and all issued co-owner's copy if any

Note:

- a. If a document is executed abroad: a Certificate of Authentication by the nearest Philippine Consulate is required.
- b. If either party is a corporation, the following are also required:
 - (1) Secretary Certificate/Board Resolution indicating the authorized signatory(ies) and the scope of authority;
 - (2) Articles of Incorporation;
 - (3) Certificate of the Security and Exchange Commission (SEC) that the articles of incorporation have been registered.

For Issuance of Title Transactions

All issuance of title transactions require the following documents aside from the basic requirements:

1. Bureau of Internal Revenue (BIR) Certificate Authorizing Registration (CAR)
The BIR issues the CAR to the vendee/buyer/new owner upon the payment of capital gains tax (6% of the sale price) or donor's tax, as the case may be and Documentary Stamp Tax (1.5% of sale price).
2. Real property tax clearance issued by the City/Municipal treasurer or assessor's office.
3. Proof of payment of transfer tax from the City/Municipal treasurer.
4. If the land is covered by the Comprehensive Agrarian Reform Program (CARP), clearance from the Department of Agrarian Reform (DAR) and Affidavit of Landholding transferee.

Additional requirements for specific types of issuance transactions:

1. Extra- Judicial Settlement/Adjudication
 - a. Affidavit of Publication stating that the notice of settlement have been published once a week for three (3) consecutive weeks;
 - b. If minors are involved, Court Order approving the settlement;
2. Judicial Settlement of Estate.
 - a. Court Order approving the partition;
 - b. Certificate of Finality of the court order;
 - c. If the property is being sold or encumbered during the settlement proceedings: Letters of Administration.
3. Extra-Judicial Foreclosure of Mortgage
 - a. Certificate of Sale by the Sheriff/Notary Public;
 - b. Approval of the Executive Judge, Regional Trial Court.
4. Consolidation of Ownership
 - a. Affidavit of Consolidation of the purchase or Final Bill of Sale executed by the highest bidder.
5. Judicial Foreclosure of Mortgage
 - a. Court Order directing the sale by public auction;
 - b. Deed of Sale issued by the Sheriff
6. Execution Sale
 - a. Notice of levy or attachment must first be annotated accompanied with writ of execution;
 - b. Certificate of Sale;

- c. Final Deed of Sale.
7. Registration/Sale of Subdivision Project
 - a. License to Sell issued by the Housing and Land Use Regulatory Board (HLURB);
 - b. Development Permit;
 - c. Certificate of Registration.

For Annotation Transactions

All annotation transactions require the following documents aside from the basic requirements:

1. Real property tax clearance.

Additional requirements for specific types of annotation transactions:

1. Mortgage/Lease: documentary stamp tax.

For Subdivision and/or Consolidation Transactions

All subdivision consolidation transactions require the following documents aside from the basic requirements.

1. Letter of request for subdivision/consolidation.
2. Sepia or polyethylene film of the plan duly approved by the Land Registration Authority (LRA) or the Land Management Bureau/
3. Blue copy of the Plan.
4. Original technical description duly approved: if with change of ownership, the following addition documents are required:
 - a. Agreement of partition;
 - b. Real estate clearance.

For Condominium Transactions

If CCTs (Condominium Certificate of Titles) are to be issued for the first time in the name of the registered owner, the following are required:

1. Master Deed
2. Declaration of Restriction
3. Diagrammatic Floor Plan
4. Letter request for issuance of individual CCT
5. Certificate of Registration with HLURB
6. Development Permit
7. License to Sell
8. Owner's duplicate of the title of the land all issued co-owner's duplicate, if any.

Note: For subsequent transfer of CCTs: Certificate of Management.

Summary of the Steps to Registering Property:

1. **RIO:** Approach the Registration Information Officer (RIO) to check if you have the complete needed documents for your transaction. Complete the Transaction Application Form (TAF).
2. **Entry:** Submit complete documents and the TAF to the Entry Clerk and wait for the Claim Assessment Slip (CAS).
3. **Cashier:** Proceed to the Cashier and pay the Registration fee and IT fees indicated in the CAS. Receive receipt and claim stub.
4. **Releasing:** Claim document from the Releasing Clerk on the date indicated on the claim stub.

For more information , visit the website of the Land Registration Authority (LRA) at: www.lra.gov.ph