

**CHECKLIST OF DOCUMENTARY REQUIREMENTS (CDR)  
ON SALE OF REAL PROPERTY UNDER THE COMMUNITY MORTGAGE PROGRAM (CMP)**

**IMPORTANT:** 1. Processing of transaction commence only upon submission of **COMPLETE DOCUMENTS**.  
2. In all instances wherein xerox or photocopies are submitted, the original must be presented for authentication.

**a. MANDATORY REQUIREMENTS**

- TIN of Seller and Buyer
- Certification of the President of the National Home Mortgage Finance Corporation that the subject property qualifies and is actually a CMP project
- Certified Duplicate Original of the Deed of Sale to the Community Association
- Certified True Copy of the Articles of Incorporation of the Community Association
- Masterlist of Qualified Beneficiaries
- Certified True Copy of TCT/OCT and Latest Tax Dec.of the Property/ies Sold to the Community Association
- Location Plan of the Lot Sold to the Community Association
- Official Receipt/Deposit Slip and duly validated return as proof of payment of Docs. Stamp

**b. Requirements for Transfer from CMP Association to Qualified Beneficiary/ies**

- b.1 Deed of partition/Certificate of award/ any other similar document
- b.2 Proof that the transferee is qualified beneficiary based on documents submitted to the RDO by the CMP association as enumerated above
- Such Other requirements as may be required by law/rulings/regulations/other issuances

NAME OF TAXPAYER

ONETT OFFICER

HEAD ONETT TEAM

DATE RECEIVED

DATE ISSUED

Telephone No: \_\_\_\_\_

**Instruction: Prepare in duplicate and ascertain that CDR is signed by Head ONETT Team before release to taxpayer**

Distribution: Original - Attach to Docket  
Duplicate - Taxpayer's Copy

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