

**Requirements
for Issuance
of**

LAND TITLE

FREE PATENT APPLICATION

REQUIREMENTS FROM A FREE PATENT APPLICANT (CA 141, RA 782, PD 1073, RA 6940 and RA 9176)

1. Community Tax Certificate for current year
2. Survey Notification Card, if any or Approved Plan for subdivided lots
3. Land Tax Declaration in the name of the Applicant or Evidence of payments of realty taxes
4. Documents to show ownership of the land;
 - if by purchase (deed of sale)
 - if by donation (deed of donation)
 - if by inheritance (extra judicial partition/settlement of estate, or Affidavit of Adjudication, if sole heir, Waiver/Transfer of Rights from all other Heirs of Applicant)
 - if by occupation is on or before July 4, 1946 (Joint Affidavit)
 - if personal cultivation, occupation of the land must be on or before July 4, 1926 (Single Affidavit)
5. Posting of notice of Free Patent Application by the applicant in the Barangay, Municipality/City where land is located
6. Certification of posting of notice from Barangay Chairman, Municipal/City Mayors or Members of the Barangay/Municipal Council, that notice was duly posted
7. Affidavit of landholding by applicant, must not be more than 12 hectares
8. Certification from CENRO concerned that land applied for is within A&D
9. Certification from RTC Clerk of Court of jurisdiction that land is not subject of any land registration proceedings

10. Joint Affidavit (BL Form No. 28-730-1) if filed under RA 782, 3872, PD 10723, RA 6940 & RA 9176
11. Single Affidavit (BL Form No. 28-15) of applicant for Pre-War and Old Cadastral surveys
12. Certification form DAR/MARO under existing polices and issuances
13. Filing fee of Fifty (₱ 50.00) Pesos, plus three (3) sets of BIR documentary stamps at Fifteen (₱ 15.00) Pesos each.

ADDITIONAL REQUIREMENTS FOR PROVINCE OF ALBAY AND LEGAZPI CITY

14. Certifications of present status of lots applied for, if it falls within Cadastral (Pre-War) Surveys of Albay, Daraga, Camalig, Ligao, Guinobatan, Malinao, Tabaco and Legazpi City, from;
 - Land Registration Authority; LRA Quezon City, whether the land applied for is declared public land or covered and issued decree of registration
 - Register of Deeds, ROD, if covered by any Certificate of Title
15. Tiwi Pls-1060-D and Manito, Cad – 594-D, all applications are subject to the favorable comments and recommendations of the Office of the Nation Power Corporation, NPC, Office of the Energy Affairs and the Environmental Management Bureau, EMB of the region. (DAO No. 11, dated April 1, 1992)
16. Oas, PSC-46 under the Cadastral Proceedings, a certification from the RTC Clerk of Court of Ligao City that lot applied for shall be excluded from cadastral proceedings, in order not to duplicate title.

STEPS AND PROCEDURES IN ACQUIRING: MSA (RA 730) MISCELLANEOUS SALE PATENT/TITLE

1. Filing of Application (CENRO) and payment of ₱ 50.00 for filing fee and ₱ 15.00 BIR documentary stamp
2. Preliminary Investigation
3. Appraisal of the land and improvements on the land, by Committee on Appraisal
4. Affidavit of Applicant underoath, requesting for direct sale without public auction
5. Investigation on the land and Report regarding the request for direct sale
6. Request for the Comment and Recommendation of the City/District Engineer of DPWH with the concurrence of the Secretary of DPWH
7. Request for the comment and recommendation from the Municipal/City Mayor
8. Recommendation for Approval of Appraisal and Request for Authority to sell the land thru direct sale
9. Approval of Appraisal and grant of authority to sell the land direct sale by RED
10. Posting of Notice of Sale for thirty (30) days
11. Submission of proofs of posting of Notice of Sale
12. Order : Award
13. Submission of proofs of full payments of the purchase price of the land
14. Order : Issuance of Patent/Title
15. Miscellaneous Sales Patent/Title on Judicial Form No. 67
16. Signing of patent/title and numbering
17. Transmittal of Miscellaneous Sale Patent to the Register of Deeds for registration purposes

**REQUIREMENTS FOR
MISCELLANEOUS SALES APPLICATION
for *Residential purposes*
(RA 730)**

1. Application
2. Certificate of Market Valuation from the Assessors Office
3. Certification of Zonal Valuation from the BIR
4. Affidavit of applicant requesting for Direct Sale
5. Certification on comment and recommendation from:
 - a. DPWH, District Engineer/Municipal Engineer
 - b. DPWH, Regional Director/DPWH Secretary
 - c. Municipal Mayor/Municipal Planning Officer
6. RTC certification that the land is not a subject of any land registration case/proceedings
7. LRA certification of lots covered with old survey
8. Certification from Community Environment and Natural Resources Office (CENRO) that the land is within Alienable & Disposable
9. Proof of posting of notice
10. Proof of full payment of purchase price

MISCELLANEOUS SALES APPLICATION
for Residential, Commercial, Industrial, Educational
and other similar purposes under Chapter IX, of
Public land Act (CA 141, as amended)

1. Application
2. Certificate of Market Valuation from the Assessors Office
3. Certification of Zonal Valuation from the BIR
4. Affidavit of applicant requesting for Direct Sale
5. Certification on comment and recommendation from:
 - a. DPWH, District Engineer/Municipal Engineer
 - b. DPWH, Regional Director/DPWH Secretary
 - c. Municipal Mayor / Municipal Planning Officer
6. RTC certification that the land is not a subject of any land registration case/proceeding
7. LRA certification of lots covered with old survey
8. Certification from CENRO concerned that the land is within A & D
9. Notice of sale
10. Proof of Posting Notice
11. Report of Bidding
12. Proof of full payment of purchase

REQUIREMENT FOR HOMESTEAD APPLICATION
Chapter IV of CA 141 as amended

1. Community Tax Certificate for current year
2. Survey Notification Card, if any or Approved Plan
3. Notice of Intention to file final proof
4. Barangay certification on posting of notice
5. Final proof of filing
6. Affidavit of land holding by applicant, must not be more than five (5) hectares
7. Certification from CENR Office where the land is located that land applied for is alienable and disposable
8. Document of ownership if any:
 - Deed of Donation – if acquired by purchase
 - Affidavit of Quitclaim/waiver from survey claimant if applicant is not the survey claimant
 - Tax Declaration
9. RTC Certification
10. The applicant must be in actual possession and cultivation of its land applied for
11. Filing, Entry and Final fees of fifty (₱ 50.00) pesos, five (₱5.00) and five (₱ 5.00) peso respectively

REQUIREMENTS FOR SPECIAL PATENT

1. Formal/Official request of the issuance of a special patent
2. Approved Plan and Technical Description of the land applied for
3. Copy of the Executive Order, Presidential Proclamation or Special Law authorizing the issuance of a Special Patent.
4. Comments and Recommendation of the RED/RTD concerned.

REQUIREMENTS FOR FORESHORE LEASE APPLICATION/ MISCELLANEOUS LEASE APPLICATION (FLA/MLA)

1. Filing of Application at the CENRO and payment of ₱ 1,000.00 for corporations, associations, or partnership; and ₱ 500.00 for individual plus BIR documentary stamps
2. Preliminary Investigation
3. Appraisal of the land and the existing or proposed improvements
4. Request for the Comment and Recommendations of the City/District Engineer, DPWH, with the concurrence of the DPWH Secretary, Manila
5. Comment and Recommendations of the Philippine Ports Authority, PPA
6. Comment and Recommendations of the Department of Tourism, (DOT), with the concurrence of the Department Head
7. Recommendation for approval of appraisal and request for authority to lease the land thru public auction
8. Approval of appraisal and grant of authority to lease the land
9. Payment of Publication expenses if appraised value of the land is more than ₱ 240.00
10. Publication and posting of Notice of the right to lease the land
11. Oral Bidding to be conducted by CENRO (AO No. 38)
12. Submission of proof of posting and publication of the Notice of the right to lease the land
13. Order: Award
(The awardee shall commence the construction of the improvements appropriate for the purpose for which the land is leased within six (6) months from the date of the award and shall complete the said construction with eighteen (18) months from the said date.

14. Submission of proofs of payments of one year rental
15. Lease Contract
16. Letter to applicant enclosing prepared lease contract for his signature and that of two (2) credible witnesses and for notarization
17. Letter forwarding the same lease contract to official concerned for his approval and signature and for notarization
18. Letter to the applicant furnishing him a copy of the Approved Lease Contract

Note: If beach resort purposes, a development plan of the area stating among others, the financial and technical capability of the applicant to undertake the project is required. Leases shall run for a period of twenty-five (25) years, renewable for another period of twenty-five (25) years.

**REQUIREMENT FOR REVOCABLE PERMIT APPLICATION /
PROVISIONAL PERMIT APPLICATION (RPA / PPA)**

1. Filing of application with documentary stamp
2. Payment of filing fee of ₱ 50.00 as implemented by Administrative Order No. 43, under DAO No. 20 dated April 26, 1993
3. Preliminary Investigation Report
4. Appraisal Report
5. Survey Plan or Sketch Maps
6. Vicinity Map and Location Map
7. Completed Staff Work (CSW) Report
8. Permit Form for Signature of the Secretary