

## **Deed of Assignment**

### **Document to be submitted**

1. Payment receipt of application for Deed of Assignment (amount???)
2. Certificate of Incorporation / Registration (organization), means of Identification for Individuals
3. Authorized Representative / Contact person means of identification
4. Current tax clearance certificate (TIN)
5. Evidence of Transaction – sales agreement
6. Site plan or survey report or coordinates or TDP
7. Copy of R-of-O or C-of-O of the land
8. Police report and court affidavit (loss of document)
9. Newspaper advertisements (loss of document)

### **Application Guidelines**

1. Organization or Individual Title holder, who transact their entire property to another party must apply for Deed of Assignment
2. Payment for the processing fee must be made
3. Payment of all outstanding ground rent must made
4. Proof of ownership for the properties is required, such as sales agreement, means and date of acquisition must be stated
5. The Stamping and Registration fee of %??? of Consideration is due after the evaluation of the property
6. The applicant address must be properly described and the telephone or mobile phone number must be completed and email if available
7. If a new Offer of Terms and Conditions or a new C-of-O is required, the assignee must apply for replacement

