

Occupancy Documents

Below are the accepted documents as proof of occupancy.

(1) For owners

- a. Certificate of Assignment or Deed of Assignment
- b. Certificate Authorizing Registration
- c. Certificate of Award issued by National Government Agencies and Local Government Units
- d. Certificate of Sale
- e. Court Decision/Order adjudicating the Property to the Applicant and Certificate of Finality of the said Decision/Order
- f. Condominium Certificate of Title
- g. Contract to Sell
- h. Deed of Conditional Sale
- i. Deed of Donation
- j. Deed of Sale
- k. Lease Purchase Agreement
- l. Minutes of Auction Sale
- m. Notice of Approval of Sale
- n. Tax Declaration
- o. Transfer Certificate of Title

(2) For tenants of Privately-Owned Properties

- a. Any valid occupancy document from the owner of the premises or property (Authorization to Occupy)
- b. Letters of Administration (issued by the Court to the appointed property administrator) or Notarized Special Power of Attorney appointing a property administrator
- c. Contract of Lease
- d. Authority to Move-in

(3) For Informal Settlers of Government-Owned Properties

- a. Urban Poor Affairs Office Certification
- b. Certification of Proof of right to occupy from the concerned LGU or national government agency
- c. National Housing Authority (NHA) Certification