



LRA CIRCULAR NO. 11 - 2023

USE OF STANDARD TRANSACTION DOCUMENTS IN THE REGISTRIES OF DEEDS

WHEREAS, the Land Registration Authority (LRA) is a government agency under the Department of Justice (DOJ) mandated by law to preserve the integrity of the land registration process, protect the sanctity of the Torrens System, and act as a central repository of records relative to original registration of land titled under the Torrens System, including subdivision and consolidation plans of titled lands, and in the registration of security interests in such personality as provided for by the Personal Property Security Act,¹ and through its Registry of Deeds (RD) Offices nationwide, be the repository of records of instruments affecting registered and unregistered lands over which such office has jurisdiction;

WHEREAS, LRA issued Circular No. 17-2021 on 03 August 2021, with subject, "Use of LRA Guides for the Improved Entry of Mandatory Registration Information for Transactions in the Registries of Deeds", as amended, by which the Authority prescribes the use of Mandatory Registration Information Forms (MRI Forms) to serve as the client's reference in the preparation of documents to be presented in the RDs;

WHEREAS, due to feedback received from the clients and the RDs, the LRA conducted an evaluation on the use of MRI Forms and it has been noted that the use of the said forms affect the processing time of transactions;

WHEREAS, to further improve the delivery of its services and to reduce the time required for reviewing transaction documents submitted in the RDs, the LRA also looked into standardizing the Transaction Documents used in the RDs;

WHEREFORE, the transacting public is hereby advised of the following:

1. The use of MRI Forms shall be discontinued; and
2. The following revised Transaction Document Templates, which can be downloaded from the LRA website, www.lra.gov.ph, may be used:
 - a. Cancellation of Real Estate Mortgage (Annex A);
 - b. Chattel Mortgage (Annex B);
 - c. Deed of Absolute Sale (Annex C);
 - d. Deed of Donation (Annex D);

Norilyn T. Tomas 5/29/2023



- e. Extrajudicial Settlement of Estate (Annex E);
- f. Extrajudicial Settlement of Estate with Absolute Sale (Annex F);
- g. New Donation Inter Vivos (Annex G);
- h. New Donation Mortis Causa (Annex H);
- i. Petition for Cancellation of Creditors (Annex I);
- j. Real Estate Mortgage (Annex J);
- k. Special Power of Attorney (Annex K).

3. Additional Transaction Document Templates shall be published by LRA, as may be necessary.

This Circular shall take effect immediately upon its publication in a newspaper of general circulation and the filing of three (3) copies thereof with the University of the Philippines Law Center.

All orders, guidelines, circulars, rules and regulations inconsistent with this are hereby repealed or amended accordingly.

Issued 24 MAY 2023, Quezon City, Philippines.


GERARDO PANGA SIRIOS,
 Administrator

CERTIFIED TRUE COPY:
 5/29/2023
NORILYN T. TOMAS
 Chief, Central Records Section

CANCELLATION OF REAL ESTATE MORTGAGE

KNOWN ALL MEN BY THESE PRESENTS:

I/We, _____

(State the full name of the Mortgagee/Lender or Authorized Representative; If juridical entity, State the full name and authorized signatory)

Filipino/doing business within the Philippines, of legal age, single/married to _____, with residence/principal address at _____, having received the full consideration of the amount of _____ PESOS (P _____), to me
(principal loan amount plus interest/s)

in hand paid by the MORTGAGOR/BORROWER

(State the full name of the Mortgagee/Lender or Authorized Representative; If juridical entity, State the full name and authorized signatory)

Filipino/doing business within the Philippines, of legal age, single/married to _____, with residence/principal address at _____, hereby by these presents forever RELEASE AND CANCEL that certain mortgage of real estate with all the improvement thereon, covered by Original/Transfer/Condominium (OCT/TCT/CCT) No. _____, registered in the Register of Deeds of _____, a parcel of land with an area of _____ SQUARE METERS (_____ sq. m.) or more particularly described as follows:

TCT NO. _____

(TECHNICAL DESCRIPTION OF THE PROPERTY - Indicate the Lot No., Block No., Plan No. for Land Properties/Unit Description for Condominium/Parking Units)

which real estate mortgage executed on _____, 20__ by the said MORTGAGEE/LENDER and MORTGAGOR/BORROWER before Notary Public _____ as per his/her Notarial Register Document No. _____, Page No. _____, Book No. _____, Series of 20_____, and was duly registered and annotated with Entry/EPEB (Electronic Primary Entry Book) No. _____, of the Register of Deeds of _____.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____, in _____, Philippines.

(Full name and signature of the Mortgagee/Lender or Authorized Representative)

With marital consent:

(Full name and signature of the Mortgagee's/Lender's Spouse)

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES
_____) S.S.

BEFORE ME, a Notary Public for and in _____, this _____ day of _____, 20____, personally appeared the following:

Name	Proof of Identity	Date and Place Issued
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known to me to be the same persons who executed the foregoing instrument, and acknowledged that the same is/are his/her/their free act and voluntary deed.

This instrument consisting of _____ (____) pages, including wherein this acknowledgment is written, has been signed by the parties and their instrumental witnesses on each and every page and on the space provided for their signature, and relates to _____ (____) parcels of land.

WITNESS MY HAND AND SEAL, at _____, on this _____ day of _____, 20____.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20_____.

(Note: Consular Notary/ Apostille if document was executed and notarized outside the Philippines should be attached as Annex " _____";
Also, attach a copy of the title to be marked as Annex " _____")

CHATTEL MORTGAGE

KNOW ALL MEN BY THESE PRESENTS:

I, _____ of legal age, single/married to
 (Name of Mortgagor)
 _____ with postal address at
 _____ hereinafter known as the
MORTGAGOR,

and

_____ of legal age, single/married
 (Name of Mortgagee)
 to _____ with postal address
 at _____ hereinafter known as the
MORTGAGEE,

Witnesseth:

That the MORTGAGOR is indebted unto the MORTGAGEE in the sum of
 (_____) (_____),
 (Amount in words) (Amount in figures)
 Philippine Currency, receipt of which is acknowledged by the MORTGAGOR upon the
 signing of this instrument, payable within a period of _____ years, with interest
 thereon at the rate of (_____) % **per annum;**

That for, and consideration of, this indebtedness, and to assure the performance of said
 obligation to pay, the MORTGAGOR hereby conveys by way of CHATTEL MORTGAGE
 unto the MORTGAGEE, his heirs and assigns, the following personalty now in the
 possession of said MORTGAGOR

MAKE :	MOTOR NO. :
SERIES :	SERIAL/CHASSIS NO. :
TYPE OF BODY :	PLATE NO. :
YEAR MODEL :	FILE NO. :

That the condition of this obligation is that should the MORTGAGOR perform the obligation
 to pay the hereinabove cited indebtedness of
 (_____) (_____),
 (Amount in words) (Amount in figures)

together with accrued interest thereon, this chattel mortgage shall at once become null and void
 and of no effect whatsoever, otherwise, it shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto set their hands, this _____ day of
 20____ at _____, Philippines.

 MORTGAGOR

 MORTGAGEE

IN THE PRESENCE OF:

ACKNOWLEDGMENT

Republic of the Philippines)
_____) S.S

BEFORE ME, personally appeared:

Name	CTC Number	Date/Place Issued
_____ (Name of Mortgagor)		
_____ (Name of Mortgagee)		

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL, on the date and place first above written.

Notary Public

Doc. No. _____;
Page No. _____;
Book No. _____

DEED OF ABSOLUTE SALE

KNOW ALL MEN BY THESE PRESENTS:

This **DEED OF ABSOLUTE SALE** is made and executed in _____, Philippines, by and between -

_____, of legal age, Filipino, single/married to _____, and with residence at _____, hereinafter referred to as the **SELLER/S**,

- in favor of -

_____, of legal age, Filipino, single/married to _____, and with residence at _____, hereinafter referred to as the **BUYER/S**,

WITNESSETH:

WHEREAS, the SELLER/S is/are the registered owner/s of certain parcel/s of land situated in _____, covered by Original/Transfer/Condominium Certificate of Title (OCT/TCT/CCT) No. _____, issued by the Register of Deeds of _____, containing an area of _____ (_____) square meters (sq. m.), more or less, and more particularly described as follows:

TCT NO. _____

(TECHNICAL DESCRIPTION OF THE PROPERTY)

WHEREAS, the BUYER(S) has/have offered to buy and the SELLER(S) has/have agreed to sell the above-described property for the price and under the terms and conditions set forth hereinbelow;

NOW, THEREFORE, for and in consideration of the premises, and more specifically _____ of _____ the _____ sum of _____ (PHP _____), the receipt whereof
(Amount in words) (Amount in figures)

is hereby acknowledged from the BUYER/S to the entire satisfaction of the SELLER/S, the said SELLER/S does/do hereby **SELL, TRANSFER AND CONVEY, IN A MANNER ABSOLUTE AND IRREVOCABLE**, in favor of the BUYER/S, his/her/their heirs, assigns, and successors-in-interest, the land above described, together with all the buildings and improvements existing thereon;

That the SELLER(S) does/do hereby warrant valid title to, and peaceful possession of, the property herein sold and conveyed, and further declare(s) that the same is free and clear of all liens and encumbrances of any kind whatsoever;

That the BUYER(S) does/do hereby accept(s) this deed of absolute sale and agree to all the conditions provided herein.

IN WITNESS WHEREOF, we have hereunto sign this deed of absolute sale at _____ on this _____ day of _____ 20_____.

SELLER

BUYER

WITH MY MARITAL CONSENT:

SPOUSE OF THE SELLER

SPOUSE OF THE BUYER

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES
_____) SS.

BEFORE ME, a Notary Public for and in the _____, this _____ day of _____, 20____ personally appeared the following:

Name	Proof of Identity	Date/Place Issued
_____	_____	_____
_____	_____	_____

known to me to be the same person(s) who executed the foregoing instrument, and acknowledged that the same is his/her/their free act and voluntary deed.

This instrument, consisting of _____ () pages, including this page upon which this acknowledgment is written, has been signed by the parties and their instrumental witnesses on each and every page and on the space provided for their signature, and relates to _____ () parcel/s of land.

WITNESS MY HAND AND SEAL, at _____ on this ____ day of _____, 20____.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20_____.

DEED OF DONATION

KNOW ALL MEN BY THESE PRESENTS:

This DEED OF DONATION, made and executed by and among:

_____, of legal age,
(Name of Registered Owner/Donor) (civil status)
Filipinos and residents of (_____), hereinafter
(Complete Address)
referred to as the **DONOR**;

- and -

_____, of legal age,
(Name of Registered Owner/Donor) (civil status)
Filipinos and residents of (_____), hereinafter
(Complete Address)
referred to as the **DONEE**;

WITNESSETH: THAT

The DONOR is the registered owner of a parcel of land located in, _____
(location of property)
more particularly described as follows:

TCT NO. _____

(TECHNICAL DESCRIPTION OF THE PROPERTY)

For and in consideration of the love and affection which the DONOR has for the DONEE who is _____, said DONOR by these presents do hereby give, transfer (relationship to Donee) and convey by way of DONATION unto the said DONEE, his/her heirs, successors and assigns all their (DONOR's) interests, titles and participations over the above-described parcels of land.

The DONOR hereby state for the purpose, that this donation is not made with the object of defrauding his/her creditors, having reserved for himself/herself sufficient property to answer for his/her debts, if any, prior to this date.

The DONEE hereby **RECEIVES AND ACCEPTS** this gift and donation made in his/her favor by the DONOR, who is (relationship to Donor), and hereby express his/her appreciation and gratitude for the kindness and generosity of the DONOR.

IN WITNESS WHEREOF, the parties to this Deed of Donation have hereunto set their hand on _____, in _____.

Donor

Donee

Signed in the presence of:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES]
_____] SS

BEFORE ME, a Notary Public for and in _____ on _____ personally appeared the following:

Name	Government ID
Name of Donor	_____
Name of Donee	_____

all known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed.

I further certify that the foregoing instrument relates to a Deed of Donation over TCT No. _____, consisting of _____ pages, including this page whereon this acknowledgment is written, signed by the parties and their instrumental witnesses at the spaces provided for and on each and every page.

WITNESS MY HAND AND SEAL.

NOTARY PUBLIC

Doc. No. _____;

Page No. _____;
Book No. _____;
Series of _____

EXTRAJUDICIAL SETTLEMENT OF ESTATE

KNOW ALL MEN BY THESE PRESENTS:

This **EXTRAJUDICIAL SETTLEMENT OF ESTATE**, made and entered into in _____, Philippines, by and between -

_____, of legal age, Filipino, single/married to _____, and residing at _____;

_____, of legal age, Filipino, single/married to _____, and residing at _____;

_____, of legal age, Filipino, single/married to _____, and residing at _____;

WITNESSETH:

WHEREAS, on _____, _____, died intestate in _____ (date) _____ (name of the decedent) _____, Philippines, leaving certain real property situated in _____, covered by Original/Transfer/Condominium Certificate of Title (OCT/TCT/CCT) No. _____ issued by the Register of Deeds of _____, and more particularly described as follows;

TCT NO. _____

(TECHNICAL DESCRIPTION OF THE PROPERTY)

WHEREAS, the parties hereto are the heirs of the decedent entitled to succeed to his/her estate, they being his/her _____; (state relationship to the decedent)

WHEREAS, there are no known debts and obligations due against the estate of said decedent; and

WHEREAS, it is to the best interest of the parties hereto to divide, partition and adjudicate between/among themselves the entire estate between/among themselves in pro indiviso equal shares, (or in the following proportion) to wit:

- (1) To _____; (stipulated share)
- (2) To _____; (stipulated share)
- (3) To _____; (stipulated share)

subject, however, to contingent liabilities to creditors, heirs or other persons who might have been deprived of lawful participation in the estate of the decedent, for a period of two (2) years from and after the settlement and distribution thereof, in accordance with the provision of Section 4, Rule 74 of the Rules of Court; and

THAT, in the remote event that any other property of the decedent should ever be found which is not included hereinabove, the parties hereto further agree as they do so agree to settle and distribute the same in like manner and proportion as herein established and disposed.

IN WITNESS WHEREOF, we hereunto set our hand on this ____ day of _____, at _____.

Heir

Heir

Heir

Heir

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES
_____) SS.

BEFORE ME, a Notary Public for and in the _____, this ____ day of _____, 20____ personally appeared the following:

Name	Proof of Identity	Date/Place Issued
_____	_____	_____
_____	_____	_____

known to me to be the same person(s) who executed the foregoing instrument, and acknowledged that the same is his/her/their free act and voluntary deed.

This instrument consisting of _____ () pages, including this whereon the acknowledgment is written, has been signed by the parties and their instrumental witnesses on each and every page and on the space provided for their signature, and relates to _____ () parcel/s of land.

WITNESS MY HAND AND SEAL, on this _____ day of _____, 20____ at _____.

NOTARY PUBLIC

Doc. No. _____;

Page No. _____;

Book No. _____;

Series of 20 _____.

**EXTRAJUDICIAL SETTLEMENT OF ESTATE
WITH ABSOLUTE SALE**

KNOW ALL MEN BY THESE PRESENTS:

This AGREEMENT, made and entered into this ____ day of _____ 20__, in _____, by and between:

_____, of legal age, Filipino, residing at _____;

_____, of legal age, married, residing at _____;

_____, of legal age, single, residing at _____;

and

_____, of legal age, single, residing at _____;

WITNESSETH, that:

WHEREAS, we are the heirs of the deceased _____ who died on _____, at _____, a copy of his/her death certificate is hereto attached as Annex A;

WHEREAS, _____, died intestate, without Will or Testament, and without any outstanding debts in favor of any person or entity;

WHEREAS, _____, is the absolute and registered owner of parcel/s of land situated in _____ covered by Original/Transfer/Condominium Certificate of Title (OCT/TCT/CCT) No. _____ of the Registry of Deeds of _____, containing an area of _____ (_____) square meters (sq. m.), more or less, and more particularly described as follows:

TCT NO. _____

(TECHNICAL DESCRIPTION OF THE PROPERTY)

WHEREAS, pursuant to Rule 74, Section 1 of the Rules on Special Proceedings and with full capacity to contract, we do hereby adjudicate unto ourselves the parcel/s of land described above, in equal shares.

FURTHER, FOR AND IN CONSIDERATION of the sum of _____ (PHP _____) the receipt

(Amount in words) whereof is hereby acknowledged in full sum from _____, of legal age, Filipino/s, and with residence address at _____, we do hereby SELL, TRANSFER, CONVEY and DELIVER, by way of ABSOLUTE SALE, unto said _____, the property above described with all the improvements existing thereon;

That we hereby warrant our valid title to and peaceful possession of the property herein sold and conveyed, and further declare that the same is free and clear of all liens and encumbrances of any kind whatsoever.

IN WITNESS WHEREOF, we hereunto set our hand on this ____ day of _____, at _____.

The Heirs of _____

Heir Heir

Heir Heir

ACCEPTED:

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES
_____) SS.

BEFORE ME, a Notary Public for and in the _____, this ____ day of _____, 20____ personally appeared the following:

Name Proof of Identity Date/Place Issued

known to me to be the same person(s) who executed the foregoing instrument, and acknowledged that the same is his/her/their free act and voluntary deed.

This instrument consisting of _____ () pages, including this page upon which this acknowledgment is written, has been signed by the parties and their instrumental witnesses on each and every page and on the space provided for their signature, and relates to _____ () parcel/s of land.

WITNESS MY HAND AND SEAL, at _____ on this ____ day of _____, 20____.

NOTARY PUBLIC

Doc. No. _____;

Page No. _____;

Book No. _____;

Series of 20 _____.

(Donation to take effect during the lifetime of the Donor)

DONATION INTER VIVOS

KNOW ALL MEN BY THESE PRESENTS:

This **DONATION INTER VIVOS** is made and executed in _____, Philippines, by -

_____ of legal age, Filipino, single/married/widow/widower,
to _____, and with residence at _____, *hereinafter*
referred to as the DONOR,

- in favor -

_____ of legal age, Filipino, single/married/widow/widower,
to _____, and with residence at _____, *hereinafter*
referred to as the DONEE,

WITNESSETH:

WHEREAS, the DONOR is the registered owner of that certain real property situated at _____, covered by Original/Transfer/Condominium Certificate of Title (OCT/TCT/CCT) No. _____, issued by the Register of Deeds of _____, and more particularly described as follows:

DONOR

TCT NO. _____

(TECHNICAL DESCRIPTION OF THE PROPERTY)

THAT, for and in consideration of the love and affection of the DONOR for the DONEE who is (_____), the said DONOR by these presents cedes,

(Relationship to Donee)

transfers and conveys, by way of donation *inter vivos* unto the said DONEE the real property above described, together with all the buildings and improvements existing thereon, free and clear of all liens and encumbrances;

THAT, the DONOR does hereby state, for the purposes of giving full effect to this donation, that he/she has reserved unto himself/herself in full ownership (or in usufruct) other property sufficient to support him/her in a manner appropriate to his/her station.

THAT, the DONOR hereby states for the purpose, that this donation is not made with the object of defrauding his/her creditors, having reserved for himself/herself sufficient property to answer for his/her debts, if any, prior to this date.

ACCEPTANCE

THAT, the DONEE does hereby accept the foregoing donation of the above-described property for which he/she expresses his/her sincerest appreciation and gratitude for the kindness and liberality shown by the DONOR, who is _____

(Relationship to Donor)

IN WITNESS WHEREOF, we have hereunto sign this donation inter vivos at _____ on this _____ day of _____ 20____.

DONOR

DONEE

WITH MY MARITAL CONSENT:

SPOUSE OF THE DONOR

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the _____, this _____ day of _____, 20____ personally appeared the following:

Name	Proof of Identity	Date/Place Issued
_____	_____	_____
_____	_____	_____

known to me to be the same person(s) who executed the foregoing instrument, and acknowledged that the same is his/her/their free act and voluntary deed.

This instrument consisting of _____ () pages, including this page upon which this acknowledgment is written, has been signed by the parties and their instrumental witnesses on each and every page and on the space provided for their signature, and relates to _____ () parcel/s of land.

WITNESS MY HAND AND SEAL, at _____ on this ____ day of _____, 20____.

NOTARY PUBLIC

Doc. No. _____;

Page No. _____;

Book No. _____;

Series of 20_____.

(Donation to take effect upon the death of the donor)

DONATION MORTIS CAUSA

KNOW ALL MEN BY THESE PRESENTS:

This **DONATION MORTIS CAUSA** is made and executed in _____, Philippines, by and between -

_____, of legal age, Filipino, single/married to _____, and with residence at _____, *hereinafter referred to as the DONOR,*

- in favor of -

_____, of legal age, Filipino, single/married to _____, and with residence at _____, *hereinafter referred to as the DONEE,*

WITNESSETH:

WHEREAS, the DONOR is the registered owner of that certain real property situated at _____, covered by Original/Transfer/Condominium Certificate of Title (OCT/TCT/CCT) No. _____, issued by the Register of Deeds of _____, containing a total area of _____ (_____) square meters, more or less, and more particularly described as follows:

TCT NO. _____

(TECHNICAL DESCRIPTION OF THE PROPERTY)

THAT, for and in consideration of the love and affection of the DONOR for the DONEE who is (_____), the said DONOR by these presents transfer _____ (relationship to Donee) and convey, by way of donation, unto the said DONEE the real property above described, together with all the buildings and all improvements existing thereon, to become effective upon the death of the DONOR: *Provided, however* that in the event that the DONEE should die before the DONOR, the present donation shall be deemed automatically rescinded and of no further force and effect;

ACCEPTANCE

THAT, the DONEE does hereby accept the foregoing donation *mortis causa* under the terms and conditions set forth therein, and avail himself/herself of this occasion to express his/her profound gratitude for the kindness and generosity of the DONOR.

IN WITNESS WHEREOF, we have hereunto sign this deed of donation on this day of _____ 20____.

DONOR

DONEE

WITH MY MARITAL CONSENT:

SPOUSE OF THE DONOR

ATTESTATION CLAUSE

Signed by the above-named DONOR at the foot of this DEED OF DONATION MORTIS CAUSA consisting of _____ (____) pages, all consecutively numbered in letters, and on the left-hand margin of each and every page thereof in the joint presence of all of us who at his/her request and in his/her presence and that of each other have in the like manner subscribed our names as witnesses.

Witness

Address

Witness

Address

Witness

Address

Witness

Address

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the _____, this ____ day of _____, 20____ personally appeared the following:

Name	Proof of Identity	Date/Place Issued
_____	_____	_____
_____	_____	_____

known to me to be the same person(s) who executed the foregoing instrument, and each acknowledged that the same is his/her/their free act and voluntary deed.

This instrument consisting of _____ (__) pages, including this page upon which this acknowledgment is written, has been signed by the parties and their instrumental witnesses on each and every page and on the space provided for their signature, and relates to _____ (____) parcel/s of land.

WITNESS MY HAND AND SEAL, at _____ on this ____ day of _____, 20____.

NOTARY PUBLIC

Doc. No. _____
Page No. _____;
Book No. _____
Series of 20_____.

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
LAND REGISTRATION AUTHORITY
REGISTER OF DEEDS OF _____

IN RE: PETITION FOR CANCELLATION OF CREDITOR'S
LIEN UNDER SECTION 4, RULE 74 OF THE RULES OF
COURT ON OCT/TCT/CCT NO. _____

Petitioner/s,
x-----x

PETITION

PETITIONER/S, unto this Honorable Office, respectfully state/s:

1. That he/she/they is/are the registered owners of Lot No. _____, Block No. _____ of subdivision plan no. _____, with an area of _____ square meters (sq. m.), covered by Original/Transfer/Condominium Certificate of Title (OCT/TCT/CCT) No. _____, of the Register of Deeds of _____.
2. That on the said certificate of title, there is an annotation of encumbrance or the creditor's lien pursuant to Section 4, Rule 74 of the Rules of Court, under Entry No. _____, dated _____.
3. That more than two (2) years have elapsed from _____, and no lawful claims were presented against
(date of the extrajudicial settlement of estate)
the above-described certificate of title.

WHEREFORE, premises considered, it is most respectfully requested of the Honorable Register of Deeds of _____, that the foregoing encumbrance on the above-mentioned certificate of title be cancelled and rendered without force and effect after the payment of the required fees.

_____, Philippines, _____
(date)

Name of Petitioner

Name of Petitioner

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES
_____) SS.

BEFORE ME, a Notary Public for and in the _____, this ____ day of _____, 20__ personally appeared the following:

Name	Proof of Identity	Date/Place Issued
_____	_____	_____
_____	_____	_____

known to me to be the same person(s) who executed the foregoing instrument, and acknowledged that the same is his/her/their free act and voluntary deed.

This instrument consisting of _____ (__) pages, including this page upon which this acknowledgment is written, has been signed by the parties and their instrumental witnesses on each and every page and on the space provided for their signature, and relates to _____ (____) parcel/s of land.

WITNESS MY HAND AND SEAL, on this ____ day of _____, 20__ at _____.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of 20__ _____

REAL ESTATE MORTGAGE

KNOWN ALL MEN BY THESE PRESENTS:

This REAL ESTATE MORTGAGE (REM), made and executed in _____, Philippines, by and between:

(State the full name of the mortgagor/borrower if natural person. If juridical entity, state full name and authorized signatory)

of legal age, single/married to _____, Filipino/doing business within the Philippines, and with residence/principal address at _____, hereinafter referred to as the

(State the complete address)

MORTGAGOR/BORROWER,

(If the mortgagor/borrower has an authorized representative, a Special Power of Attorney/Board Resolution/Secretary's Certificate must be attached as Annex "____")

- in favor of -

(State the full name of the mortgagor/borrower if natural person. If juridical entity, state full name and authorized signatory)

of legal age, single/married to _____, Filipino/doing business within the Philippines, and with residence/principal address at _____, hereinafter referred to as the

(State the complete address)

MORTGAGEE/LENDER,

(If the mortgagee/lender has an authorized representative, a Special Power of Attorney/Board Resolution/Secretary's Certificate must be attached as Annex "____")

WITNESSETH THAT:

This agreement is entered into by the parties for the purpose of obtaining a loan in the sum of _____ PESOS (P _____), Philippine currency, to be paid by the MORTGAGOR/BORROWER, do hereby convey, by way of MORTGAGE, unto the said MORTGAGEE/LENDER, his/her/their heirs and assigns, that a certain parcel of land, together with all the buildings and improvements thereon, situated in _____, more particularly described as follows:

TCT NO. _____

(TECHNICAL DESCRIPTION OF THE PROPERTY - Indicate the Lot No., Block No., Plan No. for Land Properties/Unit Description for Condominium/Parking Units)

of which real property, the MORTGAGOR is the registered owner in accordance with the provisions of the Presidential Decree No. 1529 (PD 1529) or the Property Registration Decree, as evidenced by Original/Transfer/Condominium (OCT/TCT/CCT) No. _____, registered at the Register of Deeds of _____, with an area of _____ SQUARE METERS (_____ sq. m.);

WHEREAS, the MORTGAGOR/BORROWER shall not dispose or transfer the said parcel of land without the knowledge and consent of the MORTGAGEE/LENDER;

WHEREAS, in the event of default by the MORTGAGOR/BORROWER, the obligation to pay the above-mentioned consideration shall be payable with interest. The failure to pay the principal loan obligation with interest will subject the MORTGAGEE/LENDER to file a Petition for Extrajudicial or Judicial Foreclosure of Mortgage in accordance with the provisions of Act 3135 and/or of the Rules of Court;

PROVIDED, HOWEVER, that if the MORTGAGOR/BORROWER shall pay or cause to be paid to said MORTGAGEE/LENDER, his/her/their heirs or assigns, the sum of _____ PESOS (P_____), to be paid within a period of _____ (_____) years/months from and after the execution of this REAL ESTATE MORTGAGE, together with the interest thereon at the rate of _____ percent (_____%) per annum/month, then this mortgage shall be discharged and of no effect;

OTHERWISE, this REM shall remain in full force and shall be enforceable in the manner provided for by the law.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____, in _____, Philippines.

(Full name and signature of the Mortgagor/Borrower or Authorized Representative)

(Full name and signature of the Mortgagee/Lender or Authorized Representative)

With marital consent:

(Full name and signature of the Mortgagor's/Borrower's Spouse)

(Full name and signature of the Mortgagee's/Lender's Spouse)

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES

_____) S.S.

BEFORE ME, a Notary Public for and in _____, this ____ day of _____, 20____, personally appeared the following:

Name	Proof of Identity	Date and Place Issued
_____	_____	_____
_____	_____	_____

known to me to be the same persons who executed the foregoing instrument, and acknowledged that the same is/are his/her/their free act and voluntary deed.

This instrument consisting of _____ (____) pages, including wherein this acknowledgment is written, has been signed by the parties and their instrumental witnesses on each and every page and on the space provided for their signature, and relates to _____ (____) parcels of land.

WITNESS MY HAND AND SEAL, at _____, on this ____ day of _____, 20____.

NOTARY PUBLIC

Doc. No. _____;

Page No. _____;

Book No. _____;

Series of 20 _____.

(Note: Consular Notary/ Apostille if document was executed and notarized outside the Philippines should be attached as Annex "____";
Also, attach a copy of the title to be marked as Annex "____")

SPECIAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

I/We, _____, of legal age, Filipino/s, single/married to _____, residing at _____, do hereby name, constitute, and appoint _____, of legal age, and resident of _____, to be my/our true and lawful attorney-in-fact, for me/us and in my/our name, place and stead, to do and perform the following special powers:

1. To sell, offer for sale, or otherwise dispose my/our real property, covered by Original/Transfer/Condominium Certificate of Title (OCT/TCT/CCT) No. _____; and

2. To execute and sign the corresponding deed of sale upon the said real property.

or

1. To mortgage or procure a loan from any reputable bank involving a real property belonging to me/us located in _____ and covered by Original/Transfer/Condominium Certificate of Title (OCT/TCT/CCT) No. _____; and

2. To execute and sign the corresponding loan or mortgage documents using aforesaid real property as a collateral.

HEREBY GIVING AND GRANTING unto my/our said attorney-in-fact full power and authority to do and perform all and every act and thing whatsoever requisite, necessary or proper to be done in and about the premises as fully to all intents and purposes as I might or could do if personally present and acting in person; and

HEREBY RATIFYING AND CONFIRMING all that my/our said attorney-in-fact shall lawfully do and cause to be done and by virtue of these presents.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand on this ____ day of _____, at _____.

Principal

Principal

WITH MY MARITAL CONSENT:

(Spouse of the Principal)

(Spouse of the Principal)

CONFORME:

Attorney-in-fact

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES

_____) SS.

BEFORE ME, a Notary Public for and in the _____, this ____ day of _____, 20__ personally appeared the following:

Name	Proof of Identity	Date/Place Issued
_____	_____	_____
_____	_____	_____

known to me to be the same person(s) who executed the foregoing instrument, and acknowledged that the same is his/her/their free act and voluntary deed.

This instrument consisting of _____ (__) pages, including this page upon which this acknowledgment is written, has been signed by the parties and their instrumental witnesses on each and every page and on the space provided for their signature, and relates to _____ (____) parcel/s of land.

WITNESS MY HAND AND SEAL, on this ____ day of _____, 20__ at _____.

NOTARY PUBLIC

Doc. No. _____;

Page No. _____;

Book No. _____;

Series of 20 _____.



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)

Registry of Deeds for _____

REGISTRATION APPLICATION FORM

EPEB No. _____

To be filled out by Presenter

Presenter's Name:	Date:
Presenter's Address:	Contact No.:
	E-mail Address:
<i>(Applicable for Voluntary Transactions Only)</i>	
Do you wish to convert the title/s subject of this transaction to an e-Title?	
<input type="checkbox"/> YES <input type="checkbox"/> NO If no, why? _____ <input type="checkbox"/> Registered Owner <input type="checkbox"/> Authorized Representative <input type="checkbox"/> Party-In-Interest _____ Signature	

Linked/Multiple COD Omega

ROUTE SLIP (For LRA use only)

Entry _____

Payment _____

COD _____

Omega _____

Encoding _____

Return to Entry _____

Data Correction _____

Start _____

Gen. Encoding _____

TD Encoding _____

Verification _____

Examination _____

Return to Encoding _____

Approval _____

Return to Encoding _____

Return to Entry _____

Uploading _____

Printing _____

Releasing _____

To be filled out by Registration Information Officer (RIO)

Documentary Requirements:	
Main Document: <input type="checkbox"/> Affidavit <input type="checkbox"/> Certificate of Sale <input type="checkbox"/> Consolidation of Ownership <input type="checkbox"/> Court Order <input type="checkbox"/> Deed of Donation <input type="checkbox"/> Deed of Exchange <input type="checkbox"/> Deed of Extrajudicial Settlement of Estate <input type="checkbox"/> Deed of Partition <input type="checkbox"/> Deed of Sale <input type="checkbox"/> Notice of Adverse Claim/Lis Pendens <input type="checkbox"/> Power of Attorney (General/Special) <input type="checkbox"/> Real Estate/Chattel Mortgage <input type="checkbox"/> Release of Real Estate/Chattel Mortgage <input type="checkbox"/> Writ of Execution/Levy <input type="checkbox"/> Written Request (Notarized) <input type="checkbox"/> Others _____	Supporting Documents: <input type="checkbox"/> Affidavit of _____ <input type="checkbox"/> Approved Subdivision/Consolidation Plan <input type="checkbox"/> Articles of Incorporation/By-Laws <input type="checkbox"/> BIR CAR / Tax Clearance Certificate <input type="checkbox"/> Certificate of Finality <input type="checkbox"/> Clearance from _____ <input type="checkbox"/> Court Order <input type="checkbox"/> Documentary Stamp Tax Receipt <input type="checkbox"/> Owner's and all issued Co-Owner's Duplicate Certificates <input type="checkbox"/> Realty Tax Clearance <input type="checkbox"/> SEC Registration Certificate <input type="checkbox"/> Secretary's Certificate <input type="checkbox"/> Tax Declaration (Certified Copy) <input type="checkbox"/> Technical Description <input type="checkbox"/> Transfer Tax Receipt <input type="checkbox"/> Others _____

Fee Breakdown:		Quantity	Unit Fee	Amount
Entry Fee	Main Document			
	Supporting Document(s)			
Registration Fee	Fixed			
	Computed			
	Supporting Document			
	Supporting Document			
Issuance of Title Fee	Per Title			
Annotation Fee	BIR/CAR			
	Carried Over Annotation			
	Per new annotation			
	For each subsequent title			
Fee for Additional Page	Per Page			
Legal Research Fund	Main Document			
	Supporting Document			
	Supporting Document			
Assurance Fund				
IT Service Fee (payable in cash only)				
TOTAL				

Processed By: _____