

HLURB MC No.
Series of 20 _____
Annex _____

APPLICATION FOR ALTERATION OF CONDOMINIUM PLAN

Date

The Regional Officer
Housing and Land Use Regulatory Board

Sir:

In accordance with P.D. 957 and its Implementing Standards Rules and Regulations, I am applying for the Alteration of Plan of _____

(Name of Condominium Project)

with Development Permit No. _____ having a total area of _____ square meters, containing _____ units.

1. Two (2) copies of the plan showing the proposed alteration duly signed and sealed by a Licensed Architect/Engineer;
2. Letter stating the reason for the proposed alteration/conversion
3. If project is already issued License to Sell, compliance with R.A. 7899 of 1995 that is:
 - 3.1 Written consent from the simple majority of registered owners
 - 3.2 Proof of prior written notification to all registered owners
4. Tabulated Summary of the alterations introduced in the project including the affected area in square meters.

I can be reached at :
Address :
Telephone No. :

Or through my representative: _____
Name

Address :
Telephone No. :

Very truly yours,

(Printed Name and Signature)

(Designation/Position)

Republic of the Philippines)

_____) S.S.

SUBSCRIBED AND SWORN to before me this day of _____ in
the City/Province of _____, affiant exhibited to me his/her Residence Certificate No.
_____ issued at _____ on _____ 20____

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

Notary Public