

HLURB MC No.
Series of 200 ____
Annex ____

**APPLICATION FOR CONVERSION OF AN EXISTING BUILDING INTO A
CONDOMINIUM PROJECT**

Date

The Executive Officer
Housing and Land Use Regulatory Board
NHA Compound, Kalayaan Ave., Quezon City

Sir:

In accordance with Section 4 of P.D. 957 and its Implementing Standards, Rules and Regulations, as amended by Executive Order no. 648 dated 07 February 1981. I am applying for Approval of Conversion of _____ (name of project) into a Condominium having a total area land area of _____ sqm. _____, sqm of floor area with _____ saleable units units.

It is further attested that the building subject of application has been fully developed as of _____ and issued Certificate of Occupancy by the Building Official dated _____.

- A. Two (2) sets of as built plan of condominium plan, drawn to scale, signed and sealed by the licensed architect, containing the following:
 - 1. Site development plan and vicinity map;
 - 2. Floor plan(s); and
 - 3. Sections and elevations
- B. Certified true copy of title(s) and current tax receipt.
- C. Right to use or deed of sale of right-of-way for access road and other utilities when applicable.
- D. Certificate of Registration from Securities and Exchange Commission (SEC)
 - 1. Articles of incorporation and partnership; and
 - 2. Corporation by-laws.
- E. List of duly license professional who signed the plans and other similar documents in connection with application filed indicating the following information:
 - 1. Surname;
 - 2. First name;
 - 3. Middle name;

4. Maiden name, in case of married women professional;
5. Professional license number, date of issue and expiration of its validity;
6. Professional tax receipt and date of issue; and
7. Taxpayer's Identification Number (TIN)

F. If the project was constructed/developed construction after December 1989, submit copy of Environmental Compliance Certificate or Certificate of Non-Coverage from the DENR.

G. Copy of the Building Permit

H. Copy of Occupancy Permit

I. Copy of Latest Fire and Safety Permit.

J. If the building has been existing for five years, certification from duly licensed structural engineer as to the soundness of the building.

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)

Subscribed and Sworn to before me this _____ day of 20____, Affiant exhibiting his/her Residence Certificate No. _____ issued at _____ on _____.

WITNESS MY HAND AND SEAL.

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Notary Public