

APPLICATION FOR FREE PATENT (RESIDENTIAL) CHECKLIST FORM

#	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	REMARKS
1	Duly accomplished Free Patent Application and prescribed forms (1 original)	Concerned CENR Office	
2	Any document showing identity of land and claims of ownership: - Tax declaration (1 certified copy) - Deed of Sale (1 photocopy, present original copy) if applicable - Extra Judicial Settlement (1 photocopy) if applicable - Waiver of Rights (1 photocopy) if applicable	Land Owner, Notary Public, or LGU	
3	Affidavit of at least two (2) disinterested persons residing in the area	Land Owner, Notary Public, or LGU	
4	Certification from the Municipal Circuit/Regional Trial Court (MCTC/RTC) concerned that there is no pending land registration case involving the parcel being applied for (1 original, 1 photocopy)	Land Owner, or Municipal Circuit/Regional Trial Court (MCTC/RTC) having Jurisdiction	
5	Approved Survey Plan with Technical Description Form V37 (if covered with isolated survey) (1 certified copy)	Concerned CENR Office	
6	Certification of status of land from LRA, if the municipality is under cadastral proceedings or if there is an old survey (Private and Original Survey) (1 photocopy)	Land Registration Authority (LRA) Central Office, Quezon City	
7	Certification that the land applied for is alienable and disposable (1 original, 1 photocopy)	Concerned CENR Office	
8	Documentary Stamp (4 pieces) (2-Affidavits, 1-Application Form, 1-Notice of Posting)	BIR, Post Office, DENR	
9	Certification from LGU that the area applied for is zoned as Residential (1 original), or approved CLUP, if applicable (1 photocopy)	LGU	
10	Latest photograph of land and house (preferably geo-tagged)	Land owner	
11	Application Fee: P50.00	Applicant	