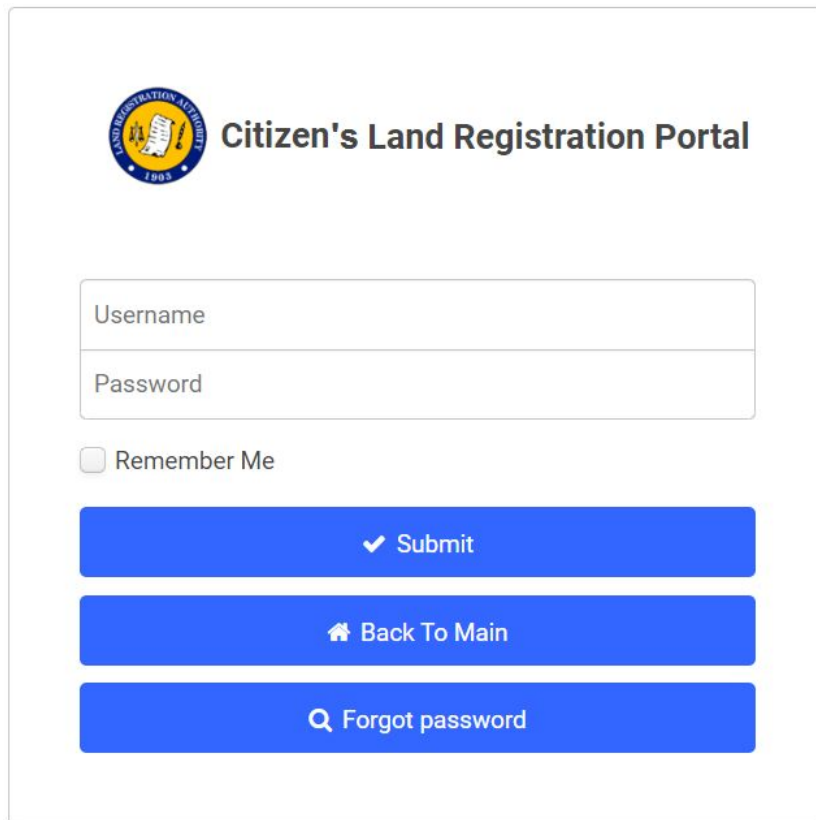


Document Type:	User Manual
Document Reference No.:	TMM No.: 20-007
Covered System:	Citizen's Land Registration Portal (CLRP)
Document Name:	User Manual for Registered Land - Real Estate Mortgage
Date:	2020.05.21
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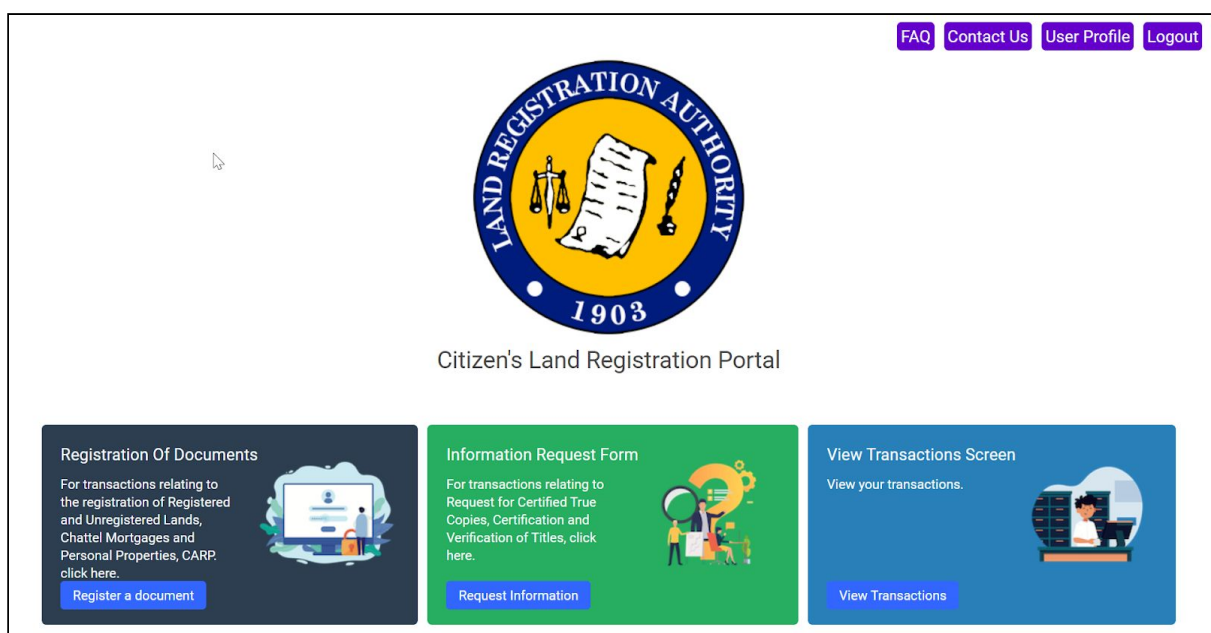
Proseso para sa Registered Land - Real Estate Mortgage

REKOMENDASYON: I-print ang CLRP Step-by-Step Procedure na ito habang nag-eencode sa portal upang maiwasan ang magpalipat-lipat ng screen sa computer.




The screenshot shows the login interface for the Citizen's Land Registration Portal. At the top left is the logo of the Land Registration Authority, featuring a scale of justice, a document, and a quill, with the text 'LAND REGISTRATION AUTHORITY' and '1903'. To the right of the logo is the title 'Citizen's Land Registration Portal'. Below the title are two input fields: 'Username' and 'Password'. Under the password field is a checkbox labeled 'Remember Me'. There are three blue buttons: 'Submit' with a checkmark icon, 'Back To Main' with a house icon, and 'Forgot password' with a magnifying glass icon.

I-type ang **Username** at **Password** na binigay sa iyo ng Office ng Register of Deeds (RD) at pagkatapos ay pindutin ang “Submit” button.



The screenshot shows the home page of the Citizen's Land Registration Portal. At the top right are four purple buttons: 'FAQ', 'Contact Us', 'User Profile', and 'Logout'. In the center is the Land Registration Authority logo, which includes the text 'LAND REGISTRATION AUTHORITY' and '1903'. Below the logo is the title 'Citizen's Land Registration Portal'. At the bottom, there are three main service cards: 1. 'Registration Of Documents' (dark blue background) with a description: 'For transactions relating to the registration of Registered and Unregistered Lands, Chattel Mortgages and Personal Properties, CARP. click here.' and a 'Register a document' button. 2. 'Information Request Form' (green background) with a description: 'For transactions relating to Request for Certified True Copies, Certification and Verification of Titles, click here.' and a 'Request Information' button. 3. 'View Transactions Screen' (blue background) with a description: 'View your transactions.' and a 'View Transactions' button.

I-click ang “Register a document” button upang magpatuloy sa susunod na screen.

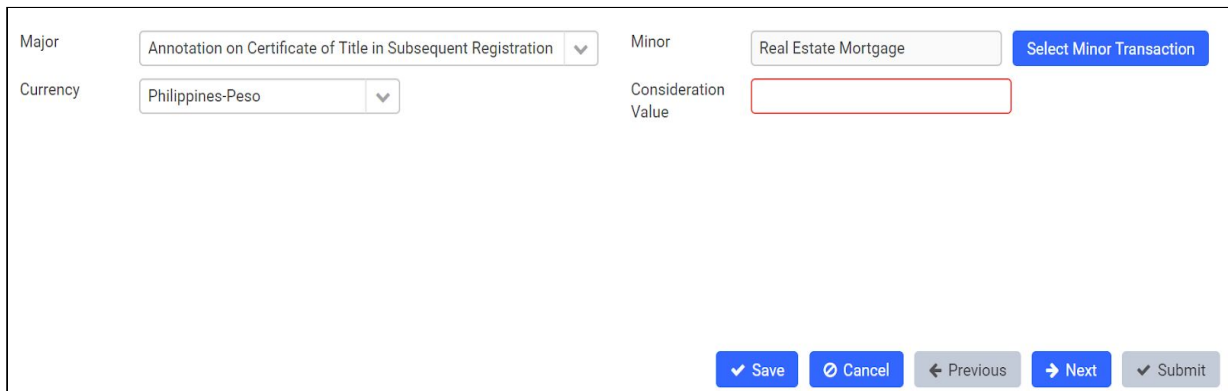


Registry of Deeds. Piliin ang Registry of Deeds kung saan matatagpuan ang lupa o condominium na isinasanla.

Book Type. Piliin ang Unregistered Land.

Kopyahin ang **Verification Code** na makikita sa kaliwang box at i-type ito sa box na nasa kanan.

Kapag natapos na ma fill-in lahat ng boxes pindutin ang “Create” button.



Major. Minor. Piliin ang “Annotation on Certificates of Title in Subsequent Registration” para sa Major Transaction, at piliin ang “Real Estate Mortgages” para sa Minor Transaction.

Currency. Ang karaniwang currency ay Philippine Peso.

Consideration Value. Suriin ang hawak na dokumento at kopyahin ang halaga ng Real Estate Mortgage sa kahon ng Consideration Value.

Pindutin ang “Next” button.

Type	<input type="text" value="OWNER"/>	Name	<input type="text"/>
Address	<input type="text"/>	Phone Number	<input type="text"/>
ID Presented	<input type="text"/>		

Type. Pindutin ang arrow at may dalawang salita na lalabas: **Owner** at **Representative**.

Ang impormasyong kailangan dito ay kung sino ang taong personal na pupunta sa RD para ipa-register ang transaction. Kung ang Registered Owner ang mismong pupunta, pindutin and Owner. Kung hindi, pindutin ang Representative.

Name. Address. Phone Number. ID Presented. Base sa pinili, i-type ang kanyang Name, Address, Phone Number at ang ipi-presentant government-issued ID.

Pindutin ang “Next” at ang screen ay kusang lilipat sa susunod na page.

Registry Of Deeds	<input type="text" value="Baguio City"/>
Title Type	<input type="text"/>
Title No.	<input type="text"/>

0 rows

Registry of Deeds	Title Type	Title No.

Title Type. Pindutin ang arrow at lalabas ang tatlong maaaring pagpilian. Tingnan mabuti ang hawak na titulo upang makasiguro sa pipiliing Title Type.

Title No. Upang malaman ang title number, tingnan ang hawak na titulo at kopyahin ang eksaktong title number na nakasulat dito. Ang number lang ang I-type at hindi na isali ang TCT, OCT, at CCT.

Pindutin ang “Add Entry” button saka pindutin ang “Next” button.

Owner Type Executed By

0 rows

Owner Type	Executed by

Owner Type. Hayaan lang na Generic.

Executed By. I-type ang pangalan ng Registered Owner na makikita sa hawak na titulo. Siguraduhin na tama ang spelling.

Pindutin ang “Add Entry” button saka pindutin ang “Next” button.

Owner Type

In Favor Of

0 rows

Owner Type	In Favor Of

Owner Type. Pindutin ang arrow at piliin ang tamang type ng mortgagee.

In Favor Of. Basahin ang “Real Estate Mortgage Contract” at ilagay ang pangalan ng “mortgagee”.

Pindutin ang “Add Entry” button saka pindutin ang “Next” button.

Notarial Details Of Main Document <input checked="" type="checkbox"/>	Consular Notarial Details <input type="checkbox"/>
Document No. <input type="text"/>	Document No. <input type="text"/>
Page No. <input type="text"/>	Service No. <input type="text"/>
Book No. <input type="text"/>	Book No. <input type="text"/>
Series Of <input type="text"/>	Series Of <input type="text"/>
Name Of Notary Public <input type="text"/>	Consul General <input type="text"/>
Notary Date <input type="text"/>	Consular Office <input type="text"/>
Notary Date 2 <input type="text"/>	Consular Address <input type="text"/>
Notary Date 3 <input type="text"/>	Consular Notary Date <input type="text"/>
Notary Date 4 <input type="text"/>	Consular Notary Date 2 <input type="text"/>
Place Of Notary <input type="text"/>	Consular Notary Date 3 <input type="text"/>
	Consular Notary Date 4 <input type="text"/>

Mayroong dalawang pagpipilian: **Notarial Details of Main Document** o Consular Notarial Details. Kung pipiliin ang isa, hindi na kailangang maglagay ng detalye sa hindi napili.

Para malaman ang **Document No., Page No., Book No., Series of., Name of Notary Public, Place of Notary**, ang mga ito ay makikita sa hawak na Real Estate Mortgage.

PAALALA: Kung ang dokumento ay ipinanotaryo sa loob ng bansa, piliin ang Notarial Details of Main Document. Kung ang dokumento ay ipinanotaryo naman sa ibang bansa, piliin ang "Consular Notarial Details".

Pindutin ang "Next" button.

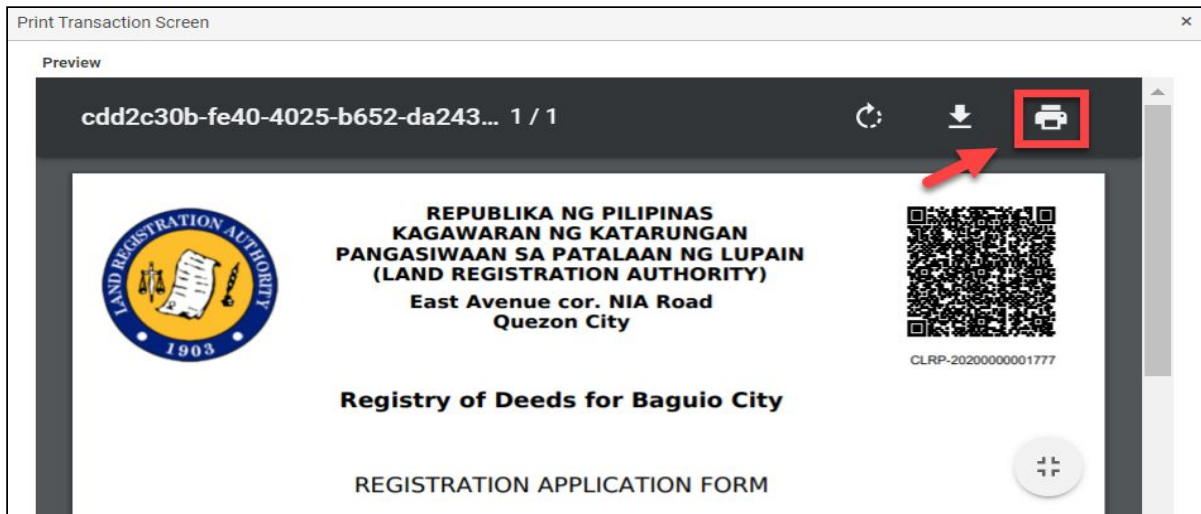
Type
Tax Declaration (Certified Copy)
Documentary Stamp Return (BIR Form No. 2000)
Documentary Stamp Tax (Metered/Stamp/electronic)
Owners Duplicate Copy of Title
Real Estate Mortgage Contract
Realty Tax Clearance

Ang mga nakalista ay ang mga kinakailangan na mga documents na dadalhin sa Registry of Deeds. Pagkatapos basahin, pindutin ang "Next" button.

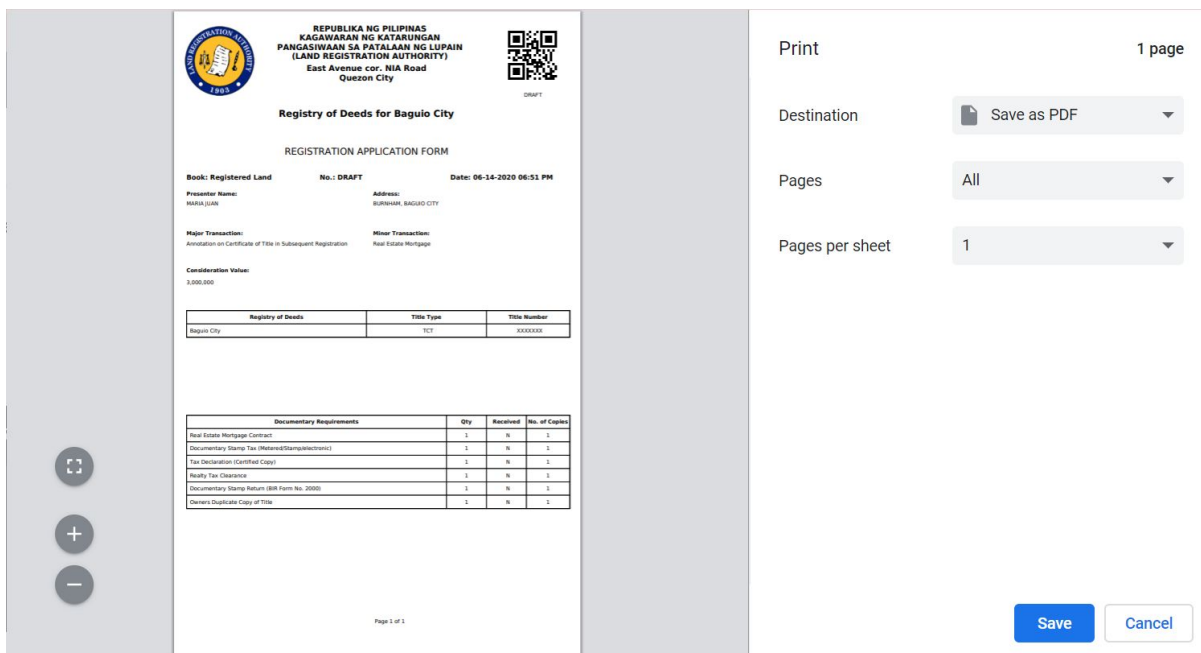
You have an option to send a copy of this transaction to the following email address :

Email: Email 2:

I-type ang email address kung nais makakuha ng soft copy ng transaksyon at pagkatapos ay pindutin ang Preview para masuri ang detalye ng transaction. Pindutin ang Submit para magpatuloy sa susunod na page.

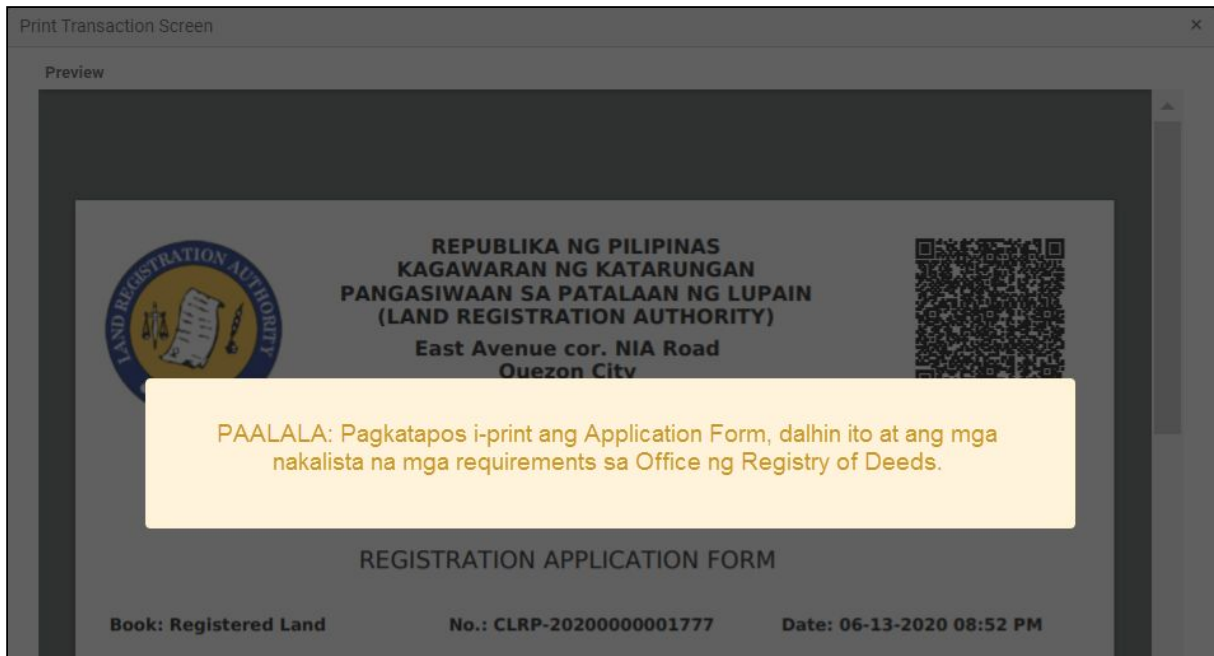


Upang ma-print ang Application form, pindutin ang “Print” icon sa itaas.



Destination. Piliin sa drop-down kung saan mo nais i-print ang transaksyon.

I-click ang “Save” button.



Pagkatapos ng transaksyon, makakatanggap ng mensahe na maaari nang i-print ang Application Form.

PAALALA: Pagkatapos i-print ang Application Form, dalhin ito at ang mga nakalista na mga requirements sa Office ng Registry of Deeds.

Approved for Release/Publication:

LRA Approver:	<hr/> <p style="text-align: center;">Renato D. Bermejo Administrator</p>
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