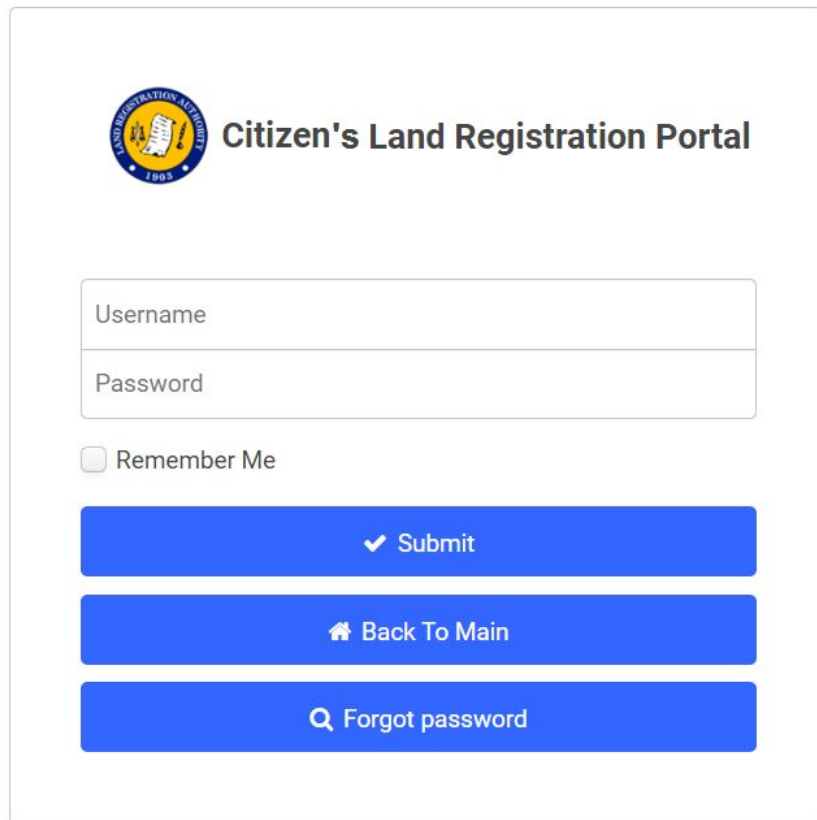


Document Type:	User Manual
Document Reference No.:	TMM No.: 20-011
Covered System:	Citizen's Land Registration Portal (CLRP)
Document Name:	User Manual for Unregistered Land - Real Estate Mortgage
Date:	2020.05.29
Version:	1.0
Document Classification:	Proprietary
Circulation:	General Public

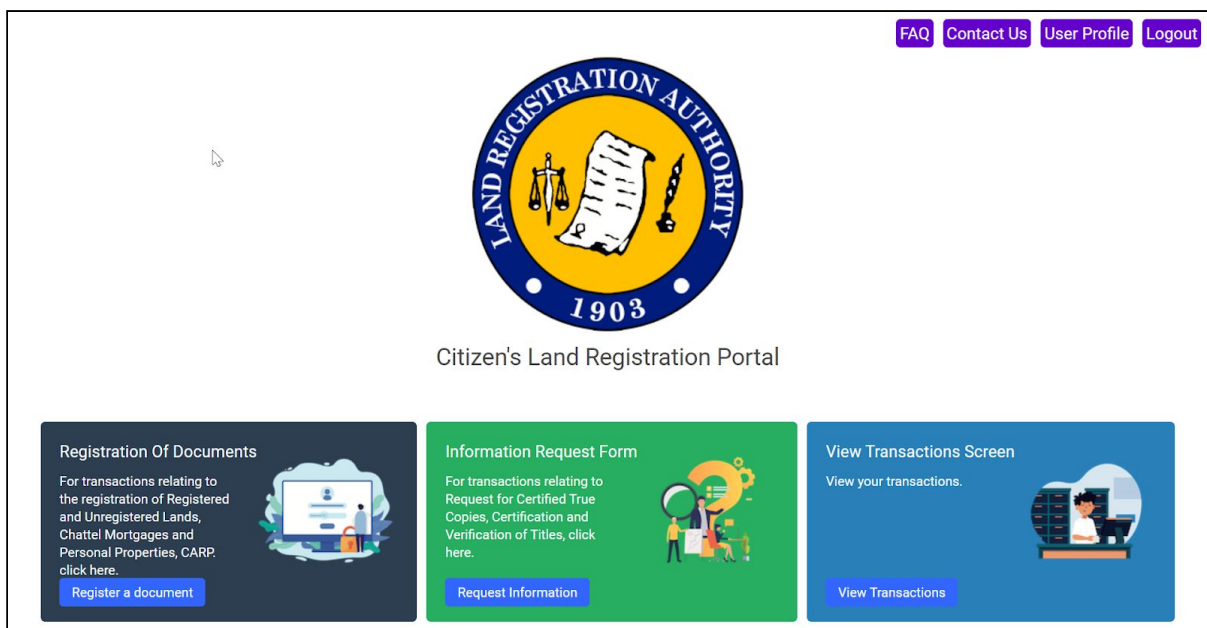
## Proseso para sa Unregistered Land - Real Estate Mortgage

**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 of the Citizen's Land Registration Portal. At the top left is the Land Registration Authority logo, a circular emblem with 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'. At the bottom 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, identical to the one in the previous screenshot, with the text 'LAND REGISTRATION AUTHORITY' and '1903'. Below the logo is the title 'Citizen's Land Registration Portal'. At the bottom are three dark blue cards with white text and icons. The first card is titled 'Registration Of Documents' and has a button 'Register a document'. The second card is titled 'Information Request Form' and has a button 'Request Information'. The third card is titled 'View Transactions Screen' and has a button 'View Transactions'.

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

**Registration Of Documents**

For transactions relating to the registration of Registered and Unregistered Lands, Chattel Mortgages and Personal Properties, click here.

Registry Of Deeds

Book Type



**Registry of Deeds.** Piliin ang Registry of Deeds kung saan matatagpuan ang tax declaration ng lupa na nakasanla.

**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

Currency  Consideration Value

**Major. Minor.** Piliin ang “Recording of Transactions on Unregistered Land” para sa Major Transaction, at piliin ang “Real Estate Mortgage” 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  Name

Address  Phone Number

ID Presented

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

Ang impormasyong kailangan dito ay kung sino ang taong personal na pupunta sa RD para ipa-register ang transaksyon. Kung ang Registered Owner ang mismong pupunta, pindutin ang 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  UL NO

UL Type

0 rows

Registry Of Deeds	UL Type	UL NO

**UL Type.** Ito ay hindi nababago.

**UL No.** I-type ang **“NEW”**.

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 Tax declaration. 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 pumili sa drop down kung anong klase ng mortgagee o nagpapasangla.

**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  Consular Notarial Details

Document No.

Page No.

Book No.

Series Of

Name Of Notary Public

Notary Date

Notary Date 2

Notary Date 3

Notary Date 4

Place Of Notary

Document No.

Service No.

Book No.

Series Of

Consul General

Consular Office

Consular Address

Consular Notary Date

Consular Notary Date 2

Consular Notary Date 3

Consular Notary Date 4

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 Mortgage Contract.

**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)
Real Estate Mortgage Contract
Realty Tax Clearance

Ang mga nakalista ay ang mga kinakailangan na mga dokumento na dadalhin sa Registry of Deeds. Paalala na dalhin ang BIR Form 2000 o di kaya ay tingnan kung may Metered Stamp na nakalagay sa Mortgage Document. Isa lang dito ang kakailanganing isumite.

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 o e-file ng transaksyon at pagkatapos ay pindutin ang Preview para masuri ang detalye ng transaksyon. Pindutin ang Submit para magpatuloy sa susunod na page.

Print Transaction Screen

Preview


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**REPUBLIKA NG PILIPINAS**  
**KAGAWARAN NG KATARUNGAN**  
**PANGASIWAAN SA PATALAAN NG LUPAIN**  
**(LAND REGISTRATION AUTHORITY)**  
 East Avenue cor. NIA Road  
 Quezon City

**Registry of Deeds for Baguio City**

REGISTRATION APPLICATION FORM

  
 CLRP-2020000001778

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

REPUBLICA NG PILIPINAS  
KAGAWARAN NG KATARUNGAN  
PANGASIWAAN SA PATALAAN NG LUPAIN  
(LAND REGISTRATION AUTHORITY)  
East Avenue cor. NIA Road  
Quezon City

Registry of Deeds for Baguio City

REGISTRATION APPLICATION FORM

Book: Unregistered Land No.: DRAFT Date: 06-14-2020 06:37 PM

Presenter Name: MARIA LUAN Address: SUBIVAN, BAGUIO CITY

Major Transaction: Recording of Transactions on Unregistered Land Minor Transaction: Real Estate Mortgage

Consideration Value: 3,000,000

Registry of Deeds	UL Number
Baguio City	NRB

Documentary Requirements	Qty	Received	No. of Copies
Real Estate Mortgage Contract	1	N	1
Documentary Stamp Tax (Watered/Stamp/electronic)	1	N	1
Tax Declaration (Certified Copy)	1	N	1
Health Tax Clearance	1	N	1
Documentary Stamp Return (DR Form No. 2000)	1	N	1

Page 1 of 1

Print 1 page

Destination Save as PDF

Pages All

Pages per sheet 1

Save Cancel

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

I-click ang **“Save”** button.

Print Transaction Screen

Previous

REPUBLICA NG PILIPINAS  
KAGAWARAN NG KATARUNGAN  
PANGASIWAAN SA PATALAAN NG LUPAIN  
(LAND REGISTRATION AUTHORITY)  
East Avenue cor. NIA Road  
Quezon City

REGISTRATION APPLICATION FORM

Book: Unregistered Land No.: CLRP-2020000001776 Date: 06-13-2020 07:20 PM

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

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;"><b>Renato D. Bermejo</b> Administrator</p>
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