

CHECKLIST OF REQUIREMENTS IN THE ISSUANCE OF MISCELLANEOUS SALES APPLICATION (MSA) (For residential, commercial, industrial, educational, charitable and other similar purposes under Chapter IX of the Public Land Act, CA 141, as amended)

Applicant: _____
 Lot No. _____
 Area: _____
 Location: _____

	CHECKLIST	COMPLIANCE	DATE	REMARKS
1	Application No.			
1.a	Application Fee			
1.b	Documentary stamp			
1.c	Survey Claimant			
1.d	Verification by R.O			
1.e	Sketch Plan at the back			
1.f	Certification as to the status of the land (Alienable & Disposable)			
1.g	If applicant is a woman: -Marital consent of the husband			
1.h	If Corporation Assn.: -Articles of Incorporation			
1.h.1	-SEC Reg. Certificate			
1.h.2	-By laws			
1.h.3	-Secretary Certificate/Board Resolution			
1.h.4	-Feasibility Study			
2	Preliminary Investigation Report			
2.a	-Sketch at the back			
2.b	-Duly indorsed by the CENRO			
2.c	-Actual occupants & improvements			
2.d	-Area is free from claims and conflict			
2.e	-Area is A & D			
3	Appraisal Report			
3.a	-BIR Zonal Valuation			
3.b	-Tax Dec/Assessor's Assessed Value			
3.c	-Sketch Plan with Location Map			
3.d	-Duly signed by the Committee			
4	Comment and/or Recommendation			
4.a	-DPWH, District/City Engineer			
4.b	-PPA			
4.c	-LGU (concerned)			
4.d	-DOT (for beach purposes)			
5	Recommendation Approval of Appraisal and Request for Authority to sell the land at public auction thru oral bidding			
6	Publication and Posting of Notice to Sale			
6.a	Publication			
6.a.1	-Official Gazette six (6) consecutive weeks			
6.a.2	-Newspaper six (6) consecutive weeks -English -Local Dialect/Spanish			
6.b	Posting			
6.b.1	-CENRO Bulletin Board			
6.b.2	-Prov'l, Mun./ City Hall Building			
6.b.3	-Land itself			
7	Publication and Posting			
7.a	Publication			
7.a.1	-Certificate/ Affidavit of Publisher			
7.a.2	-Official Gazette OR No.			
7.a.3	-Newspaper -English -Local Dialect/Spanish			
7.b	Posting			
7.b.1	-Affidavit of Applicant			
7.b.2	-Cert./Affidavit of Prov'l., Mun./ City Official			
7.b.3	-Cert./Affidavit of CENRO concerned			
8	Report of Bidding			
9	Order: Award and Issuance of Patent			

10	Proof of Full Payment			
10.a	-O.R. No.			
10.b	-DFIR			
11	Final Investigation Report			
12	Miscellaneous Sales Patent in JF No. 167 and 167-D			
	OTHER ATTACHMENTS:			

APPLICATION EVALUATION AND APPROVAL SHEET