

CHECKLIST OF REQUIREMENTS IN THE ISSUANCE OF MISCELLANEOUS SALES APPLICATION (MSA) UNDER REPUBLIC ACT 730 (RESIDENTIAL)

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

	CHECKLIST	COMPLIANCE	DATE	REMARKS
1	Duly Accomplished Form			
1.a	-Application Fee			
1.b	-Survey Claimant			
1.c	-Verification by O.R			
1.d	-Sketch Plan			
1.e	-If applicant is married woman, consent of the husband			
1.f	-If single, Breadwinner/ Head of the family			
1.g	-At least 21 years of age			
1.h	-Certification of Land is A & D			
2	Preliminary Investigation Report			
2.a	-Sketch at the back			
2.b	-Duly endorsed by CENRO			
2.c	-Area is A & D			
2.d	-Area is free from claims and conflicts			
3	Appraisal Report			
4	Affidavit of Applicant Requesting Direct Sale			
4.a	-Duly signed by the applicant			
4.b	-Duly subscribed by authorized officials			
4.c	-Documentary Stamp (15.00)			
5	Report of Investigation regarding request for direct sale			
6	Comment and/or recommendation			
6.a	-DPWH, District/City Engineer			
6.b	-PPA			
6.c	-LGU (concerned)			
7	Recommendation Approval of Appraisal and Request of Authority to Sell the Land thru Direct Sale			
8	Approval of Appraisal and Grant of Authority to Sell the Land thru Direct Sale			
9	Posting of the Notice of Sale			
9.a	-Posted for 30 days			
9.b	-CENRO Bulletin Board			
9.c	-Prov'l., Mun./City Treasurer of Assessors Office			
9.d	-Land itself			
10	Proof of Posting of the Notice of Sale			
10.a	-Affidavit of the application			
10.b	-Cert/Affidavit of the Prov'l., Mun./City Treasurer or Assessors			
10.c	-Cert./Affidavit of CENRO concerned			
11	Order Award			
12	Proof of Full or Partial Payment			
12.a	-Official Receipt			
12.b	Report of Investigation			
13	Order: Issuance of Patent			
14	Miscellaneous Sales Patent in J.F No. 167			
	OTHER ATTACHMENTS			