U-PROPERTY PH · COMMUNITY MORTGAGE PROGRAM

CMP Application Readiness Checklist

For association officers and mobilizers preparing a Community Mortgage Program (CMP) or Enhanced CMP application with SHFC.

Association name ____________ Site / barangay / city ____________ No. of member-families ____________

1. ELIGIBILITY

EVERY MEMBER

- ☐ Filipino citizen
- ☐ At least 18 at application; no older than 60 at loan release
- ☐ Owns no other real property
- ☐ Has never received government housing assistance
- ☐ Lives on the site as a structure owner, renter or sharer

THE ASSOCIATION

- ☐ Registered with DHSUD (HOA) or the CDA (cooperative)
- ☐ Most members already live on the site
- ☐ Working with an SHFC-accredited mobilizer
- ☐ Landowner willing to sell at a price the loan and equity can cover
- ☐ Land has a clean title and is safe for housing

2. THE EIGHT STEPS

	STEP	WHO	TARGET DATE	DONE
1	Organize, elect officers, adopt bylaws, register the association	Community		☐
2	Sign up an SHFC-accredited mobilizer (confirm accreditation with SHFC)	Community + mobilizer		☐
3	Agree on price with the landowner; get a written commitment to sell; check the title	Community + landowner		☐
4	File the application: member list, proof of residency, land documents, survey plan	Association		☐
5	SHFC due diligence and land appraisal	SHFC		☐
6	Members deposit advance amortization and insurance; SHFC issues the Letter of Guaranty	Members + SHFC		☐
7	Deed of sale signed, title transferred to the association, loan released, landowner paid	Landowner + SHFC		☐
8	Monthly collection and remittance start; plan subdivision and individual titles	Association		☐

SHFC's target is 120 working days from application to loan release. Past projects have often taken longer, so set target dates with a buffer.

3. LAND AND TITLE DOCUMENTS (LANDOWNER SIDE)

- ☐ Certified true copy of the title, in the seller's name (or estate settled if the owner has died)
- ☐ No liens, adverse claims or overlapping titles on the annotations page
- ☐ Latest tax declaration, real property tax receipts and tax clearance
- ☐ Updated survey plan and technical description; boundaries agreed with neighbors
- ☐ DAR conversion order, if the land is agricultural
- ☐ Agreement on who pays the sale taxes and transfer fees

4. COSTS TO BUDGET BEFORE RELEASE

COST	WHAT IT COVERS	AMOUNT PER FAMILY
Equity gap	Part of the land price the loan doesn't cover	₱
Advance deposit	Three months' amortization plus one year of mortgage insurance	₱
Association dues	Collection, records and running costs (monthly)	₱
Real property tax	Yearly tax on the land once the association owns it	₱
Survey and titling	Subdivision survey and individual title fees, later	₱

Monthly amortization at 6% over 25 years: about ₱644 for every ₱100,000 borrowed, before mortgage insurance.

5. COLLECTION RULES THE ASSOCIATION SHOULD AGREE ON NOW

- ☐ Due date for members' monthly shares, and who collects
- ☐ Official receipts for every payment; ledger open to members
- ☐ SHFC statement of account shared with members at least quarterly
- ☐ Written steps for late payers: reminder, penalty, meeting, and what happens after three months
- ☐ How a member who leaves or stops paying is replaced, with SHFC approval

6. RED FLAGS

- A "mobilizer" asking for cash up front. Pay deposits only to SHFC or its designated bank.
- Anyone selling "rights" to a lot before individual titles exist.
- Officers who won't show receipts or SHFC statements.
- Title problems discovered after the application is filed.
- No agreed rules for members who stop paying.