**CARPER LAD Form No. 18-A**

(Revised CARP-LAD No. 15-A)

Republic of the Philippines

**DEPARTMENT OF AGRARIAN REFORM**

**CHECKLIST OF REQUIRED DOCUMENTS**

**FOR TITLED PROPERTIES:**

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| --- | --- |
|  | Notarized Landowner’s Letter Offer (CARPER LAD Form No. 18) |
|  |  |
|  | ROD certified copy/ies of the original OCT/TCT |
|  |  |
|  | Photocopy of the ODC, if available |
|  |  |
|  | Assessor’s certified copy of latest Tax Declaration |
|  |  |
|  | Copy of Approved Survey Plan certified by DENR-LMS |
|  |  |
|  | Accomplished and signed Landowner Information Sheet {LOIS} (CARPER LAD Form No. 19) |
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|  | Latest ID picture and certified photocopy of any valid ID, with signature and picture, of the |
|  | registered owner/s or heir/s |

**FOR UNTITLED PROPERTIES:**

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|  | Notarized Letter Offer (CARPER LAD Form No. 18) |
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|  | Certification of DENR-CENRO or Regional Technical Director, Lands Management Service |
|  | that the tract of land covered by the survey is within an area classified as alienable and disposable, pursuant to DAR-DENR-LBP Joint Memorandum Circular No. 12, Series of 1994 as reconciled with Republic Act (R.A.) No. 7196 |
|  | Certified copy of Approved Survey Plan (ASP). If ASP is not available, a Sketch Plan and |
|  | Technical Description duly approved by DENR or cadastral map and geographical position and plane coordination of the points duly certified by the Chief, Survey Division of DENR. |
|  |  |
|  | Certified copy of the latest Tax Declaration from the Assessor’s file in the name of the |
|  | claimant with verified and correct lot numbers and area per Approved Survey Plan |
|  |  |
|  | Instruments of acquisition covering the subject property, such as deeds of sale, |
|  | donation, transfer, etc. in favor of claimant and those of his predecessor/s-in-interest |
|  |  |
|  | Certification of the Assessor concerned showing Tax Declaration issued, the declarant/s, |
|  | the area covered, and the basis for the issuances and cancellations thereof up to the Tax Declaration issued in the name of the claimant, as well as any existing liens on the current and previous Tax Declaration, where applicable |
|  |  |
|  | Certification from the Assessors’ Office concerned that per their records, the property/ies |
|  | as appearing in the Approved Survey Plan is/are free from all liens and encumbrances |
|  |  |
|  | Certification from the Clerk of Court concerned whether or not the property/ies identified |
|  | in the Approved Survey Plan is/are covered by land registration proceedings or civil case, and if the same has been used as A bond in other Court actions |
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|  | LRA Certification that the property is not within any decreed or titled property |
|  |  |
|  | Accomplished and signed Landowner Information Sheet {LOIS} (CARPER LAD Form No. 19) |
|  |  |
|  | Latest ID picture and certifiedphotocopy of any valid ID, with signature and picture, of the |
|  | registered owner or heir/s |