

DOCUMENTARY REQUIREMENTS FOR DAR CLEARANCE FOR LANDS SUBJECT TO MORTGAGE OR ENCUMBRANCE

1. Letter request addressed to the Provincial Agrarian Reform Officer concerned thru the Municipal Agrarian Reform Officer (Indicate name of the lending institution and its address)
2. Mortgage Contract/Deed or Instrument to be registered
3. Certified true copy of title
4. Certified true copy of the latest Tax Declaration
5. Sketch Plan and vicinity map duly signed by a Geodetic Engineer
6. Landowner's Affidavit of total aggregate landholding
7. Affidavit of Non-Tenancy, if retention area
8. Special Power of Attorney, if the transacting party is not the owner of the property
9. For cooperative only:
 - a. Articles and by laws
 - b. CDA/SEC Registration
 - c. Board Resolution/Secretary's Certification
10. Ocular Inspection Report of the MARO