

REQUIREMENT FORM

Upgrade/ Downgrade of Unit¹

Notes:

- 1. Use light brown-colored folder and secure photocopies/CTC of all required documents (Please note that original copies of the same should be presented during filing).
- 2. Tab every document corresponding to numbers on this form.

- 1. 4 copies of Verified Application Form/Petition
- 2. Copy of Valid Government-Issued Identification Card with photograph of Applicant/Petitioner (Driver's License, SSS, PAG-IBIG, BIR, Phil Health, Postal, Voter's ID, or Philippine Passport).
- 3. Original Special Power of Attorney (SPA) and valid identification documents for authorized representative of individual petitioner.
- 4. Copy of Certificate of Registration (CR) and Official Receipt (OR) of authorized units with year model duly issued by the Land Transportation Office (LTO)

For Cooperatives:

- 5. Copy of the Board Resolution authorizing the upgrading/downgrading of unit/s
- 6. Copy of the Board Resolution authorizing the representative to file petition, follow-up, appear in the hearing, receive order on decision, and sign paper on document to the realization of the aforesaid matters

For Corporations:

- 7. Copy of Board Resolution authorizing the upgrading/downgrading of unit/s
- 8. Copy of Board Resolution/ Secretary's certificate of authorized representative/s

Remarks:

Name & Signature of Receiving Officer

Date and Time Received: _____

¹ With Inspection of Unit after payment of fees