



MLP-xxxx (07-2008)

Republic of the Philippines
SOCIAL SECURITY SYSTEM
APPLICATION FOR CONDONATION OF
PENALTY ON UNPAID RENTALS ON SSS
RESIDENTIAL PROPERTIES

Please read instructions at the back. Print all information in capital letters.

PART I - APPLICANT'S INFORMATION

APPLICANT [] FORMER OWNER [] OTHERS
NAME Surname Given Name Middle Name TELEPHONE / MOBILE NO.
MAILING ADDRESS Number & Street Barangay Town/District Province/City Postal Code

PART II - PROPERTY INFORMATION

HOUSING LOAN ACCOUNT NUMBER [] : [] : [] NAME OF FORMER OWNER Surname Given Name Middle Name
PROPERTY LOCATION Number & Street Barangay Town/District Province/City Postal Code

PART III - TERMS AND CONDITIONS

I agree with the terms and conditions enumerated at the back of this form.
APPLICANT DATE
(Signature Over Printed Name)

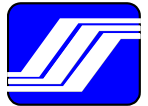
FOR SSS USE

RECEIVED BY: (Signature Over Printed Name) Date
ATTACHED DOCUMENTS: [] Proof/s of payment/s [] Special Power of Attorney (SPA) [] Others:

RED / HAMS - CLUSTER BRANCH

ENCODED BY: (Signature Over Printed Name) Date
REVIEWED BY: (Signature Over Printed Name) Date

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ACKNOWLEDGMENT STUB
APPLICATION FOR CONDONATION OF PENALTY ON UNPAID RENTALS
ON SSS RESIDENTIAL PROPERTIES

HOUSING LOAN ACCOUNT NUMBER [] - [] - [] NAME OF APPLICANT Surname Given Name Middle Name
RECEIVED BY: (Signature Over Printed Name) Date

Reminder: If with unposted payment/s, please submit copy/ies of proof of payments.

I. WHO ARE QUALIFIED TO AVAIL

Occupants of SSS residential properties who have unpaid rentals.

II. WHAT ARE THE TERMS AND CONDITIONS

1. Availment period is from October 01, 2008 to March 31, 2009.
2. All payments received shall be applied first to interest due and the balance, to unpaid rentals.
3. The amount of penalty to be condoned shall be equivalent to the amount paid. If the total rental due and interest are fully paid, all penalties are fully condoned.
4. Penalty charges shall continue to accrue until the rental due and interests are fully paid.
5. The effectivity of the lease for registered accounts shall either be:
 - a. The date of registration of Certificate of Sale (COS), if the occupant is the former owner, or
 - b. The date of occupancy or the date of registration of the COS whichever comes later, if the occupant is not the former owner.
6. The occupant shall execute a lease contract.
7. The amount of rent shall be based on the latest SSS appraisal report.

III. HOW TO AVAIL

The applicant shall submit the documents listed below to the following:

For NCR accounts –

- Real Estate Department (RED)
 - Acquired housing units
- Loans Collection Department (LCD)
 - Foreclosed housing units with registered COS
- Asset Management Department (AMD)
 - Condominium units/townhouses

For Non-NCR accounts –

- Housing and Asset Management Section (HAMS), Cluster Office
 - Acquired housing units; and
 - Foreclosed housing units with registered COS

1.1 Accomplished Application for Penalty Condonation of Unpaid Rentals on SSS Residential Properties Form together with the following:

a. Identification documents

- Applicant and spouse, if married
 - Social Security (SS) Card or any two (2) valid IDs at least one (1) with photo for each, and
 - Community Tax Certificate (CTC) for each.
- Authorized Representative
 - Special Power of Attorney,
 - SS Card or any 2 valid IDs at least 1 with photo of authorized representative,
 - CTC of authorized representative, and
 - Identification requirements for the applicant and spouse, if married.

b. Collection letter from SSS, if available.

c. Copy of the rental payment return forms made prior to condonation program, if any.

1.2 Notarized Lease Contract.

1. The applicant shall pay the rental due based on the collection letter or latest Statement of Account using the Real Estate Loan Payment Return Form (SS Form REL 9) at any SSS accredited collecting bank or SSS branch with tellering facility.