

## **DAR Requirements**

1. Notice/Application for VLT/DPS (Form #1)
2. LO Information Sheet (Form #1.1)
3. Proposed VLT/DPS Agreement (Form #2)
4. Affidavit of Waiver of LO's Retention Right (Form #3)
5. Preliminary List of ARBs (Form #4)
6. Notice of Posting (Form #5)
7. Field Investigation Report (Form #6)
8. Sworn Certification of Existence of Tenurial Relations between LO and ARB (Form #7)
9. Certification of Posting Compliance (Form #8)
10. Checklist of Qualifications of Potential ARBs (Form #9)
11. Letter of Invitation (Form #10)
12. Minutes of Meeting (Form #11)
13. Request for Mediation (Form #12)
14. Memo of Transmittal (Form #13)
15. Memo of Instruction to MARO (Form #14)
16. Report and Recommendation on the Disagreement (Form #15)
17. Memo to PARO (Form #16)
18. Deed of Voluntary Land Transfer (Form #17)

## **VLTDPS DOCUMENTS**

### **Land Owner Requirements**

#### **For Titled Properties**

1. Certified copy of Original Title
2. Certified copy of latest Tax Declaration
3. Certified copy of approved segregation or subdivision plan with approved technical description
4. Certified copy of Real Estate Tax clearance or Statement of Tax Delinquency
5. Certification from ROD that is free from liens and encumbrances
6. LBP certification that subject land has not yet issued MOV

#### **For Untitled Properties**

1. Certified copy of Tax Declaration indicating lot number and area per approved plan
2. Survey plan or sketch plan duly approved by LMB

3. CENRO Certification that the land has been classified as alienable and disposable for at least 30 years
4. Instrument of Acquisition such as Deed of Sale, Donation, Transfer, etc., in favor of claimant
5. Assessor's Certification showing TD issued from the first declaration up to present TD
6. Clerk of Court Certification whether or not the property has civil case, used as bond or bail in court
7. ROD Certification and Assessor's Certification that the property is free from liens and encumbrances
8. LRA Certification that subject land is not within decreed property
9. LBP certification that subject land has not yet issued MOV