**GUIDE ON PROOF OF OWNERSHIP**

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| 1. **Owned PROPERTY**- Original Certificate of Title/ Transfer Certificate of Title/ Deed of Sale/ Deed of Donation/ Certificate of Ancestral Domain Title/ Certificate of Stewardship/ Affidavit of Succession /BARC Certification
2. **Leased property**-Contract of Lease/Notarized Undertaking between lessor and lessee to be jointly and severally liable with the applicant for any unpaid regular monthly bills incurred by the applicant after leaving the premises, in the absence of or insufficiency of the bill deposit.
3. **Free Occupancy**: Copy of Original Certificate of Title/ Transfer Certificate of Title/ Deed of Sale/ Deed of Donation And Notarized undertaking between the owner and occupant to be jointly and severally liable with the applicant for any unpaid regular monthly bills incurred by the applicant after leaving the premises, in the absence of or insufficiency of the bill deposit.
4. **Government Properties under Community Mortgage Program** : Mayor’s Office Certificate and Waiver
5. **Informal Settlers of Government-owned Properties:** Proof of Right to Occupy
6. **Building within Road Right Of Way**: Clearance from Department of Public Works and Highways
7. **Barangay-owned Properties:** Barangay Certification issued by the Punong Barangay that per Barangay Ordinance No. \_\_\_\_Series of \_\_\_\_\_ the Barangay Allowed the Named persons/ applicant to occupy the Barangay property for a period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
8. **Municipal owned Properties:** Municipal Certification issued by the Mayor / MPDO or any authorized person that per Municipal Ordinance No. \_\_\_\_Series of \_\_\_\_\_ the Municipal Allowed the Named persons/ applicant to occupy the Municipal property for a period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. **No title ( titling not processed) but only Tax Declaration:**
* Certification of Punong Barangay that the applicant is possessing the property located in his barangay in the concept of an owner, and the premises is not under dispute
* Affidavit of the applicant that he owns the described property under the attached copy of tax declaration, and that should a court order declares a rightful owner of property - that he will voluntary allow FIBECO to disconnect his electric service connection and that he will surrender the electric meter to FIBECO
1. **With Tax Declaration, Original Titling is on Process**
* Tax Declaration and Certification from DENR that titling of land possessed by applicant is on process
1. Land Covered by CADT (Indigenous People’s Act): Copy of CADT/ Certification by Tribal Chieftain that the applicant is a tribal member and has right to occupy the ancentral domain

12.**NO CERTIFICATE OF TITLE , NO TAX DECLARATION**: means that it is owned by the Government; hence we require certification from DENR re: **RIGHT TO OCCUPY**13. Those who are actual occupants of premises sought to be energized but cannot present any proof of ownership :Submit:1. **Affidavit of Waiver**: Affidavit stating his actual occupancy for \_\_\_\_\_ months/years; that he claims to be the owner of the property; that if any court order be issued declaring other persons as owner of the property-that he will allow voluntarily inform FIBECO of such fact, and that he will allow FIBECO to pull out the meter without need of legal demand.
2. **Certification of Punong Barangay on Status of Ownership**: Certification from Punong Barangay that the applicant is an actual occupant of the premises for \_\_\_\_\_\_\_ months/years ,and known in the Barangay to be the owner of the premises; and that the premises is not under dispute

This does not apply to premises located within LGU owned properties and those located within road right of way of DPWH since items 5, 6,7,8 will apply) |