



Conversion Required Documents

Customary to Statutory Individual Application

1. Completed application form (ROI)
2. Passport photograph
3. Utility bill that carries the contact address that matches the address on the application form
4. Valid ID card of both the owner and representative
5. Evidence of processing payment for Application and transaction if applicable (Processing Fee)
6. Local Government Certificate of occupancy or Federal Offer letter.
7. Survey Plan (Title Deed Plan)
8. Transaction document (Deed of assignment with NBA seal on it or Deed of Gift with NBA seal)
9. Letter of administration or right of possession if the transaction document is inherited