



Form SP021 v.01

Checklist of Requirements for
**Resolution Authorizing the Honorable Mayor to
 enter into a
 DEED OF DONATION/SALE**
 (to be accomplished in 7 sets)

Office: _____

Original Copies of the Following:

- Transmittal/Endorsement Letter
- Draft Deed of Donation/Sale
- Copy of Transfer of Certificate of Title
- Tax Declaration
- Sketch Plan/Vicinity Map
- Appraisal Report (from the City Assessor)
- Acquisition Cost (from the City Accountant)
- Others:

Submitted by: _____ Date: _____
 (Signature over Printed Name)

Designation: _____

Reviewed by: _____ Date: _____

Received by: _____ Date: _____

Remarks:

