



### 3. Facilitation for the Registration of Community/ Homeowners Association

The Bataan Human Settlement Office through its Technical Planning and Development Division and Community Affairs Division provide assistance and guidance to support individuals to register the homeowners association, ensuring compliance with legal requirements and regulations.

<b>Office or Division:</b>	Bataan Human Settlement Office - Community Affairs and Development Division and Technical Planning and Development Division
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Citizen

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
		Requester/ Requesting Agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	FEES TO BE PAID	FEES TO BE PAID
<b>1. Community/ Homeowner's Association</b> 1.1 Log in the attendance sheet 1.2 Accomplish Feedback survey form	<b>1.1 The person in charge provides the checklist of requirements for HOA registration to the client/s.</b>	NONE	5 minutes	<i>Community Affairs Officer III</i> Community Affairs and Development Division and Technical Planning and Development Division
	1.1.1 The person in charge explains each documentary requirement to the client/s.	NONE	1 hour	<i>Community Affairs Officer III</i> Community Affairs and Development Division and Technical Planning and Development Division
<b>TOTAL</b>		<b>NONE</b>	<b>1 hour, 5 minutes</b>	