



CLIENT REQUEST FORM

Date: _____

1st Client's First Name: _____ Last Name: _____ Sex: Male Female

ID# _____

2nd Client's First Name: _____ Last Name: _____ Sex: Male Female

ID# _____

Address of structure/land that is the subject of this request: _____

Phone #(home) _____ (cell phone) _____ (work) _____ email: _____

Requests: Non-objection Letter Recommendation Copy of COC Other _____

Home Improvement: HIS HIG HCS Permission: Rebuild/Repair Fence Install Utility Pole

NSDP: First time wiring Re-wiring Toilet and Ancillary Roof Finishing Minor Repairs

Self Help: Minor Repairs Reconstruction

(Self Help Policy: Eligible clients are fire/flooding victims, natural disasters, old age; socially disabled)

Habitat: Renovation Construction Completion Public Utilities (UAP): Solar Panels Water Tank

Other: _____

Signature of Client (s): 1st _____ 2nd _____ Date _____

Name of attending Officer: _____ Designation of Officer: _____
Capital / Bold Letters

Officer's Signature _____ Date: _____

Official Use ONLY

Applicant: COC VRL PEU Relocatee NON- COC LFLP License to Occupy Site Profiled

Other: _____

File No. & Area _____

Officer's Remarks (include forwarding information):

Officer's Signature: _____ Date: _____

Action to be taken (to be completed by management):

Manager's Signature: _____ Date: _____

LOCATION OF STRUCTURE

Choose any ONE (1) or both of the TWO (2) options to assist the officer in locating your home/ structure

Or the nature of your request

Please include land marks- light poles, street names, popular business places, churches, easily recognisable buildings,

In whichever option you may choose.

1. Sketch the location of your structure

N
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2. Write out exact directions to get to where the nature of the request is located (or to your home/ structure if applicable).
Use familiar land marks and include directions for turning left or right as necessary.
