



**OFFICE OF THE MUNICIPAL ASSESSOR
EXTERNALSERVICES**

1. REQUEST FOR DECLARATION OF REAL PROPERTY UNITS FOR TAXATION PURPOSES

1.a. RPU's (LAND & IMPT.) DECLARED FOR THE FIRST TIME

Office or Division:	Municipal Assessor Office			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Certified copy of the title from the R.D. - Approved plan from the B.L. - Affidavit of ownership - Affidavit of 2 lot adjacent lot owners - CAR (Certificate Authorizing Registration) - Deed of Absolute Sale 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the OMA and submit request together with the requirements /documents by the property owner or the declarant.	1. Receiving and recording of documents	50.00 for Tax Clearance	15 minutes	Assessment/ Taxmapping Aide/ Assessment Clerk
2. Pay the corresponding taxes or fees.	2. Review and verify submitted documents and schedule the inspection of the property.	30.00 for Doc Stamp	Within the day	Assessment Clerk/LA00 1
	3. Conduct inspection	150.00 for Tax Declaration 30.00 for another Doc Stamp		
	4. Turn over the request together with the requirements submitted and the result of the inspection		1 day	Assessment Clerk/LA00 1 Municipal Assessor

	<p>to the Provincial Assessor; Request schedule of inspection of property <i>(if necessary)</i> and wait for the approval of ARP</p> <p>5. Advise the owner when to come back for the issuance of approved real property tax declaration</p>		10 minutes	Assessment Clerk/LA00 1 Municipal Assessor
TOTAL		-	-	

2. REQUEST FOR DECLARATION OF REAL PROPERTY UNITS FOR TAXATION PURPOSES

1.b. RPU's (BLDG) DECLARED FOR THE FIRST TIME

Office or Division:	Municipal Treasurer Office			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Request letter - Building Permit - Building Plan with floor plan 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the OMA and submit request together with the requirements/documents by the property owner or the declarant.	1..Receiving/recording of request.		10 minutes	Assessment/Tax mapping Aide/Assessment Clerk
	2. Conduct inspection.	50.00 for Tax Clearance	Half day	LAOO 1/M.A
	3. Preparation of FAAS/ARP/ notice of Assessment	30.00 for Doc Stamp	1 day	Assessment Clerk/LAOO 1 M.A.
	4. Approval of FAAS/ARP/ Notice of Assessment	150.00 for Tax Declaration		
	5. Sending/issuance of the approved ARP and Notice of Assessment	30.00 for another Doc Stamp	45 minutes	Municipal Assessor
			45 minutes	Assessment Clerk
TOTAL		-	-	

3. TRANSFER OF TAX DECLARATION THROUGH PURCHASE, DONATION OR OTHER WAY OF CONVEYANCE

Office or Division:	Municipal Assessor Office			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Certified true copy of the title - Copy of Deed of Conveyance - Proof of payment of RPT - Proof of payment of Transfer Tax - Proof of payment of Capital Gains Tax or CAR - Payment of Service Fee - Copy of approved subdivision plan (if subdivided property) 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the OMA and submit request together with the requirements /documents by the property owner or the declarant.	1. Receiving and recording of documents	50.00 for Tax Clearance	15 minutes	Assessment/Tax mapping Aide/Assessment Clerk
2. Pay the corresponding taxes or fees. a. Real Property Tax; b. Transfer tax (50% of 1% based on the sale consideration or MV appearing in the tax declaration which ever is higher.) c. Service Fee- 150.00 per tax declaration/title.	2. Review and verify submitted documents and schedule the inspection of the property. 3. Prepare the FAAS, ARP, NOTICE	30.00 for Doc Stamp 150.00 for Tax Declaration 30.00 for another Doc Stamp	45 minutes Within the day of depending on number of RPU's involved within the day submitted for approval.	Assessment Clerk/LA00 1 Assessment Clerk/LA00 1

	<p>OF ASSESSMENT, UPDATE ORF/CANCELLED TAX DEC./ORF/UPDATED TAX MAP (<i>if SUBDIVIDED or consolidate subdivision</i>)</p> <p>4. Approval of FAAS, ARP, NOTICE OF ASSESSMENT;</p> <p>5. Sending/ Issuance of approved ARP & Notice of Assessment</p>		40 minutes	<p>Municipal Assessor</p> <p>Assessment Clerk/LA00 1 Municipal Assessor</p>
TOTAL		-	-	

4. REQUEST FOR CERTIFICATION on
A. PROPERTY LANDHOLDINGS;
B. NON-PROPERTY &
C. NO IMPROVEMENT

Office or Division:	Municipal Assessor Office			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Submit proof of payment of Real property tax - Proof of payment of service fee - Submit proof of payment of CTC - Valid Id - Authorization Letter - (if not the owner) 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the OMA and submit request and its purpose.	1. Receiving and recording of documents	230.00 for Property Landholding	15 minutes	Assessment/ Taxmapping Aide/Assessment Clerk
	2. Check and verify records	230.00 for Non property	15 minutes	Assessment Clerk/LA00 1
	3. Prepare the requested certification	230.00 for No Improvement	20 minutes	Assessment Clerk/LA00 1
	4. Approved or sign certificate	230.00 for the Certificate Fee	10 minutes	M.A./Authorized Officer

<p>2. Present and submit Deed of Sale, in case of Certificate of Improvement and the purpose is for payment of capital gains tax to the BIR.</p> <p>3. Pay corresponding taxes:</p> <p>a. Real Property tax</p> <p>b. Certificate Fee</p>				
TOTAL		-	1 HOUR	

5. REQUEST FOR ANNOTATION OF MORTGAGED

Office or Division:	Municipal Assessor's Office			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Mortgaged Agreement - Proof of RPT payment up to the current year - Proof of payment of annotation fee 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the OMA and submit request.	1. Receiving and recording of documents		15 minutes	Assessment/Tax Mapping Aide/Assessment Clerk
2. Pay the corresponding taxes: <ul style="list-style-type: none"> a. Real Property Tax b. Annotation Fee 	2. Annotate the mortgaged in the tax declaration.		40 minutes	Assessment Clerk/LA00 1
3. (Depending on the amount of mortgage)	3. Approved or sign the annotation of mortgaged.		10 minutes	Municipal Assessor
3. Proceed to the Mayor's Office for Certification of Ownership.	4. Issuance of ARP with annotation.		10 minutes	Assessment Clerk
TOTAL		-	1 hour and 15 minutes	

6. REQUEST FOR CERTIFIED COPY

Office or Division:	Municipal Assessor's Office			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Certification of Non-Delinquency - Proof of service fee payment - Present CTC 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the OMA and submit request.	1. Receiving of request and recording the same to logbook. 2. Prepare the ARP 3. Signing/approval of Tax Declaration	260.00 for Tax Declaration	15 minutes	Assessment/ Tax Mapping Aide/ Assessment Clerk
2. Pay corresponding taxes:		400.00 for Tax Map	20 minutes	Assessment Clerk/LA00 1
a. Real Property Tax b. Service fee			10 minutes	Municipal Assessor
TOTAL		-	45 minutes	

7. REQUEST FOR RECORD CERTIFICATION

Office or Division:	Municipal Assessor's Office			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
- Proof of payment of service fee				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Proceed to the OMA and submit request.	1. Receiving of request and recording the same to logbook	200.00 for Verification fee per document	10 minutes	Assessment/Tax Mapping Aide/ Assessment Clerk
5. Pay the corresponding taxes fee	2. Assist the taxpayer or client on the verification as per request.		40 minutes	Assessment Clerk/LA00 1
TOTAL		-	50 minutes	