



15. ANNOTATION OF MORTGAGES AND BAILBONDS

Office or Division:	OFFICE OF THE MUNICIPAL ASSESSOR			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government, G2B – Government to Business and/or G2C – Government to Citizen			
Who May Avail:	Real Property Owners, Administrator, and authorized representative of the owner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Current Year Payment of Real Property Tax		Office of the Municipal Treasurer		
Copy of Mortgages and release of mortgages		To be prepared by the Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents copy of mortgages and release	Issues client's request slip with corresponding amount of fees requested document for endorsement to the Municipal Treasurer to verify payment of RPT	Annotation of Mortgages: 1 st 5,000.00 is P 100.00 Succeeding P 1,000.00 is P 200.00	2 minutes	Neil T. Faigao / Gelie Morales
2. Pays necessary fees to the Municipal Treasurer's Office	Issues Official Receipt upon payment of RPT	none	15 minutes	Revenue Collector
3. Presents the Official Receipt (OR) of payment	Prepares/Issues Certification	Certificate P 100.00 Documentary Stamp P 30.00	15 minutes	Neil T. Faigao Municipal Assessor
4. Receives the Certification	-end of transaction-			
TOTAL		P 130.00 plus payment for annotation : 1st 5,000.00 is P 100.00 Succeeding P 1,000.00 is P 2.00.00	32 minutes	