



17. APPRAISAL AND ASSESSMENT OF REAL PROPERTY (ARP) FOR NEW BUILDINGS AND MACHINERIES

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		
One photocopy or blueprint of the approved building plan		To be provided by the Client		
Copy of Mortgages and release of mortgages		To be provided by the Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Logs in the Client Log Book and requests for assessment	Schedule ocular inspection of the building for the identification of its actual use and assessment of additional improvements, if any	none	5 minutes	Neil T. Faigao / Gelie Morales
	Conducts field Inspection and prepares an endorsement and the FAAS	none	5 days	Neil T. Faigao / Gelie Morales
	Evaluates, reviews and signs the FAAS	none	5 minutes	Neil T. Faigao Municipal Assessor
	Endorses the FAAS with complete supporting documents to the Provincial Assessor for approval	none	within 1 day	Neil T. Faigao Municipal Assessor
	Informs the owner and releases the approved Tax Declaration once available)	none	depends on the Provincial Assessor's approval	Provincial Assessor's Office
4. Receives the approved Tax Dec with Notice of Assessment	-end of transaction-			
TOTAL		none	6 days (note: schedule of inspection depends on the availability of personnel as the Office is only manned by the Municipal Assessor and one staff	