



16. ISSUANCE OF TAX DECLARATION FOR TRANSFER AND REVISION OF ASSESSMENT (FOR APPROVAL OF PROVINCIAL ASSESSOR)

Office or Division:	OFFICE OF THE MUNICIPAL ASSESSOR			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government, G2B – Government to Business and/or G2C – Government to Citizen			
Who May Avail:	Real Property Owners and persons who want to transfer ownership			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Two photocopies of Deed of Conveyance (Deed of Sale, Extra Judicial Partition, Donation, etc.)		To be produced/provided by the client		
Two copies of Approved Survey Plan		To be produced/provided by the client		
Two copies of Certification Authorizing Registration (CAR)		To be produced/provided by the client		
Sketch Plan		Office of the Municipal Assessor		
Two photocopies of Capital Gains Payment Form		To be produced/provided by the client		
Two copies of Documentary Stamp Payment Form		To be produced/provided by the client		
Photocopy of Real Property Tax Receipts of current year		To be produced/provided by the client		
Photocopy of Transfer Tax Receipt of Payment		To be produced/provided by the client		
Photocopy of Transfer Fee Receipt of Payment		To be produced/provided by the client		
Land Title		To be produced/provided by the client		
Request Letter for Revision		To be produced/provided by the client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Presents the copy of required documents	Reviews and examines pertinent documents	none	10 minutes	Neil T. Faigao / Gelie Morales
	Issues order slip for endorsement to the Municipal Treasurer for verification of payment of RPT	none	2 minutes	Neil T. Faigao / Gelie Morales



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pays necessary fees to the Municipal Treasurer's Office	Issues Official Receipt	50% of the 1% of the total consideration involved in the acquisition of the property or the fair market value	15 minutes	Revenue Collector
	Conducts ocular inspection	none	within 5 days	Neil T. Faigao Municipal Assessor
	Endorses to Provincial Assessor	none	10 minutes	Neil T. Faigao Municipal Assessor
-end of transaction-				
	TOTAL	50% of the 1% of the total consideration involved in the acquisition of the property or the fair market value	Within 6 days	