



11. PAYMENT OF TRANSFER TAX

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|--|---------------------------------------|--|------------------------|---------------------------|
| Office or Division: | OFFICE OF THE MUNICIPAL TREASURER | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who May Avail: | General Public / Real Property Owners | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Deed of Sale and other modes of transfer (photocopy) | | To be secured by the client | | |
| Tax Declaration | | Office of the Municipal Assessor | | |
| DEADLINE OF PAYMENT | | Sixty (60) days from the execution of the deed of sale, barter or any mode of transfer of ownership title | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Presents all the requirements | Computes the amount to be paid | none | 5 minutes | Revenue Collector |
| 2. Pays necessary fees to the Municipal Treasurer's Office | Issues/releases official receipt | 50% of the 1% of the total consideration involved in the acquisition of the property or the fair market value in case the monetary value in the transfer is not substantial, or whichever is higher | 2 minutes | Revenue Collector |
| -end of transaction- | | | | |
| TOTAL | | 50% of the 1% of the total consideration involved in the acquisition of the property or the fair market value in case the monetary value in the transfer is not substantial, or whichever is higher | 7 minutes | |