



## **OFFICE OF THE MUNICIPAL ASSESSOR**



## 1. Issuance of Tax Declaration

Documentary evidence of taxability of RPU

<b>OFFICE / DIVISION</b>	MUNICIPAL ASSESSOR'S OFFICE
<b>CLASSIFICATION</b>	Simple
<b>TYPE OF TRANSACTION</b>	G2C - Government to Client
<b>WHO MAY AVAIL</b>	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. For simple transfer of Ownership of Tax Declaration 1. 2-copy Title (if the property is titled)	
2. 2-copy Deed of Conveyance (i.e. Duly Registered Deed of 'sale, Extra-Judicial settlement or Affidavit of Self-Adjudication, Affidavit of Consolidation w/ Certificate of Sale, etc.)	
B. Declaration for the First Time	
1. Survey Plan with DENR-CENRO Certification of Alienable & Disposable	CENRO, Sta. Cruz, Laguna
2. Affidavit of Ownership	declarant
3. Affidavit of waiver, if survey claimant is not the declarant	claimant
4. Affidavit of Adjoining Owner-standing the claimant/applicant is the real owner.	Adjoining owners
5. Certification of Ownership from the Brgy. Chairman	Brgy. Chairman
NOTE: 10 years back taxes must be paid before the release of tax declaration and processing time may extend up to 10-15 working days.	
C. For New building and Newly Installed Machinery	
1. Building Permit and Bill of Materials, Acquisition Receipt, Sworn Statement Declaring the True Value of the properties and Certificate of Occupancy.	MEO/applicant
D. For Reclassification and Reassessment	
1. Letter of Request from property sworn owner	property owner
2. Approved survey plan.	property owner
3. Tax Declaration and Title (if Titled)	Assessor's Off./Registry of Deeds
4. Zoning Certification	MPDO
5. Pictures of subject lot manifesting the change of its actual use.	Property owner



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. For simple transfer of Ownership of Tax Declaration				
1. Approach Windows 1, 2 & 3. Submit the required documents for review and validation.	Receive and verify documents	None	45 minutes (may vary depending on the number of tax declaration being processed and the kind of document submitted)	MUNICIPAL ASSESSOR OFFICE
2. Verification and final validation	Validate	None		Assessor's Staff
3. Preparation and processing		None		Assessor's Staff
4. Approval, registration and release of new tax declaration	Release of	None		Assessor's Staff
B. Declaration for the First Time				
1. Approach Windows 1, 2 & 3. Submit the required documents for review and validation	Receive and verify documents	None		Assessor's Staff
2. Verification and final validation		None		Assessor's Staff
3. schedule for ocular inspection		None		MUNICIPAL ASSESSOR OFFICE
4. Preparation and processing documents		None		Assessor's Staff
5. Recommend /Endorsement to the Provincial Assessor's Office, Sta. Cruz, Laguna for approval.		None		Assessor's Staff
6. Registration and release (Municipal Assessor's Office)		None		Assessor's Staff
TOTAL :			45 Minutes	



## 2. Annotation of Encumbrances

Notation in the tax declaration.

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<b>WHO MAY AVAIL</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Mortgage, Cancellation/ Release of Mortgage, Bail Bond, etc			Bank, RD, Court of Law	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents		P 70.00	20 minutes	<i>Client</i>
2. Verification and validation of documents				<i>Assessor's Staff</i>
3. Approval and release				<i>Municipal Assessor's Office</i>
<b>TOTAL :</b>		P 70.00	20 Minutes	



### 3. Verification and Identification of Real Property Unit

Authentication / documentation.

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<b>TYPE OF TRANSACTION</b>	G2C - Government to Client			
<b>WHO MAY AVAIL</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Copy of Tax Declaration (old or New) or Title (if any)			MAO/Requester-Owner	
Real Property Tax Receipts			MTO	
Survey Plan (old or new) 'cadastral survey card (if any)			Requester-Owner/DENR-CENRO	
Letter of Request (if represented by other person) from Landowner			Requester-Owner	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Submit the required documents		P 70.00	25 minutes (may vary depending on the documents being requested)	<i>Municipal Assessor's Office</i>
2. Verification and Processing				<i>Assessor's Staff</i>
3. Sign and release of requested documents				
<b>TOTAL :</b>		P 70.00	25 Minutes	