



Internal/External

1. SERVICENAME: ISSUANCE OF TAX DECLARATION OF REAL PROPERTY FOR TRANSFER OF OWNERSHIP.

Description of the Service: It shall be the duty of any person, or his authorized representative, acquiring at any time real property in any municipality or city or making any improvement on real property, to prepare, or cause to be prepared, and file with the provincial, city or municipal assessor, a sworn statement declaring the true value of subject property, within sixty (60) days after the acquisition of such property or upon completion or occupancy of the improvement, whichever comes earlier.

Office or Division:	Office of the City Assessor
Classification:	Simple
Type of Transaction:	G2G, G2C, G2B
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>1. Electronic Copy (e-copy) of Title (issued within 6 months). If burn, Certified Photocopy of Owner’s Duplicate Certificate (certified by Registry of Deeds) accompanied by Certification that the Title is burnt/intact/included/existing in the registry.</p> <p>2. Original copy/certified xerox copy of Notarized Deed of Absolute Sale, Donation, Extra Judicial Settlement and other Deed of Transfer, with valid Government-issued IDs of the parties.</p> <p>3. Certificate Authorizing Registration (CAR)</p>	<p>1. Registry of Deeds 2. Owner of the property/Notary Public 3. Bureau of Internal Revenue (BIR) 4. City Treasurer’s Office 5. City Treasurer’s Office 6. Owner of the property/corporation 7. Owner of the property and/or authorized representative</p>



<p>4. Official Receipt of Updated Real Property Tax Payment/Tax Clearance</p> <p>5. Official Receipt of Transfer Fee</p> <p>6. Notarized Special Power of Attorney of the representative signed by the owner, if applicable. Board Resolution for Corporation.</p> <p>7. Valid Identification Card (ID) of real property owner and/or the authorized representative.</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign-in client's logbook.	Ask the client for the services needed	None	3 Minutes	Officer of the day
2. Submit requirements and fill-out request form.	<p>Check and verify all required documents given for completeness, reliability, validity, and conforms to assessment rules, laws and regulations.</p> <p>Issue request form and order of payment.</p>	None	10 Minutes	<p>Michael Angelo Verzosa Senior Admin. Asst. III</p> <p>Genalyn M. Macugay Admin. Aide I</p> <p>Rosalie M. Salinas Admin. Asst. II</p>
3. Pay the required fees at the City Treasurer's Office by showing the	Receive payment and issue Official Receipt.	Transfer fee: 66% of 1% of Sale value or Market value	5 Minutes	Treasury Office



order of payment		whichever is higher.		
4. Return to Assessor's Office and present the Official Receipt for the issuance of new Tax Declaration of Real Property.	Check the Official Receipt and Prepare the Real Property Field Appraisal & Assessment Sheet (RP-FAAS) and Notice of Assessment	None	15 Minutes	Michael Angelo Verzosa Senior Admin. Asst. III Genalyn M. Macugay Admin. Aide I John Pros C. Gañgan Draftsman-III Fitz Gerald L. Balmaceda LAOO II
	Check RP-FAAS and recommend approval for the transfer of Tax Declaration.	None	15 Minutes	Kevin Richard A. Agtarap City Assessor
	Review and Approve RP-FAAS	None	15 Minutes	Officer of the day
	Issue Notice of Assessment and revised Tax Declaration	None	5 Minutes	
TOTAL			1 Hour and 8 Minutes	



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