



## Internal/External

### 7. SERVICENAME: ISSUANCE OF TAX DECLARATION WITH ANNOTATIONS OF NOTICE OF LEVY, MORTGAGES, ENCUMBRANCES, ETC.

**Description of the Service:** Annotations of mortgage, levy and encumbrances are requested by the owners/persons with legal interest in the property/ies in order to protect their rights of ownership of such property/ies.

<b>Office or Division:</b>	Office of the City Assessor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G, G2C, G2B			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Notice of Levy, Loan Mortgage, Encumbrances, Etc. 2. Notarized Special Power of Attorney of the representative signed by the owner, if applicable. Board Resolution for Corporation. 3. Valid ID of Real Property Owner and any authorized representative		1. Trial Court/Banks/Home Development and Mutual Fund 2. Owner of the property/Corporation 3. Owner and/or any authorized representative		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign client's logbook.	Ask the client for the service/s needed.	None	3 Minutes	Officer of the day



<p>2. Submit requirements and fill-out Request Form.</p>	<p>Check and verify all required documents given for completeness, reliability, validity, and conforms to assessment rules, laws and regulations.</p>	<p>None</p>	<p>10 Minutes</p>	<p>Michael Angelo Verzosa Senior Admin. Asst. III</p> <p>Genalyn M. Macugay Admin. Aide I</p>
<p>3. Pay the required fees at the City Treasurer's Office by showing the Order of Payment</p>	<p>Receive payment and issue Official Receipt.</p>	<p>Annotation Fee P100.00</p> <p>DST P30.00</p>	<p>5 Minutes</p>	<p>Treasury Office</p>
<p>4. Return to the City Assessor's office and present the Official Receipt for the issuance of Tax Declaration with Annotation/s.</p>	<p>Check the Official Receipt. Record manually the annotation/s of Real Property Field Appraisal and Assessment Sheet (RP-FAAS)</p> <p>Check and recommend approval of the RP-FAAS with Annotation/s.</p> <p>Review and approve the RP-FAAS</p>	<p>None</p>	<p>15 Minutes</p> <p>15 Minutes</p>	<p>Rosalie M. Salinas Admin Asst. II</p> <p>Fitz Gerald L. Balmaceda LAOO II</p> <p>Kevin Richard A. Agtarap City Assessor</p>



			15 Minutes	
		TOTAL	1 Hour and 3 Minutes	