

6. Request for Certificate of Improvement (No Existing Structure / With Improvement without Additional Structure)

This service provides a certification stating that a real property has no assessable structural improvements based on the records of the City Assessor's Office and field validation, or that the property has improvements but no alterations from the previous assessment. The Certificate of Improvement is commonly required by the Land Tax Division of the City Treasurer's Office or the Bureau of Internal Revenue for tax clearance and transfer-related transactions.

Office or Division:	City Assessor's Office			
Classification:	Simple Transaction			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Real Property Owner / Authorized Representative / Government Agencies			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
Type / Number of copies 1. Request Action Slip Form 2. Official Receipt 3. If representative, Special Power of Attorney (1 - original or certified copy) 4. Proof of Identification (1 - photocopy) 5. If purpose is for transfer/ Sale, copy of Deed of Conveyance 6. Photograph of the Property <u>For City Government Owned Lot(s)</u> Additional Requirements: 1. Deed of Conveyance (Photocopy) 2. Certification from CHLMO (Photocopy)		Source Office: - City Assessor's Office - Land Tax Division, City Treasurer's Office - Notary Public - Not applicable - Notary Public - CHLMO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Fill-out Request Action Slip (RAS) and submit RAS with supporting documents at the receiving area of the Appraisal Division then receive the acknowledgement receipt	1.0 Verify completeness of submitted documents and endorse to the Tax Mapping Division.	None	30 minutes	<i>Assessment Clerk III, Appraisal and Assessment Division, City Assessor's Office</i>
No Activity	1.1 Validate office records, generate vicinity map, conduct online ocular inspection, prepare and submit attachments with	None	2 hours	<i>Tax Mapper I, Tax Mapping Division</i>

	initial recommendation, and forward to Tax Mapping Division chief for verification and approval.			
	1.2 Forward to Asst. City Assessor/City Assessor for approval.	None	30 minutes	<i>Tax Mapper IV, Tax Mapping Division</i>
No Activity	1.3 Approve the certification and endorse it to the Assessment Clerk II for release and proper recording.	None	30 Minutes	<i>City Assessor, City Assessor's Office</i>
2.0 Receive the copy of certification.	2.0 Release the approved certification to the client.	None	5 minutes	<i>Assessment Clerk II, Assessment Records Management Division, City Assessor's Office</i>
	TOTAL		3 hours and 35 minutes	
END OF TRANSACTION				