

## 14. Request for Consolidation of Real Property Tax Declaration

This service allows property owners to request the merging of two or more adjoining parcels of land under the same ownership into a single Tax Declaration.

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| <b>Office or Division:</b>  | City Assessor's Office  |   |                        |  |
| <b>Classification:</b>  | Highly Technical  |   |                        |  |
| <b>Type of Transaction:</b>   | G2C, G2B, G2G   |   |                        |  |
| <b>Who may avail:</b>   | Real Property Owner / Authorized Representative / Government Agencies                             |   |                        |  |
| <b>CHECKLIST OF REQUIREMENT/S</b>   |   | <b>WHERE TO SECURE</b>  |                        |  |
| Type / Number of copies<br><u>Consolidation</u> <ol style="list-style-type: none"> <li>1. Letter Request</li> <li>2. Request Action Slip Form</li> <li>3. Consolidation Plan (1 - Blue Print Copy) or Cancellation of Approved Subdivision Plan (original or certified copy)</li> <li>4. Technical Description (1 - photocopy)</li> <li>5. Real Property Tax Clearance (1 – photocopy)</li> <li>6. Title (1 - electronic copy)</li> <li>7. If representative, Special Power of Attorney (1 - original or certified copy)</li> <li>8. Proof of Identification (1 - photocopy)</li> </ol> |   | Source Office: <ul style="list-style-type: none"> <li>- Requesting Party</li> <li>- City Assessor's Office</li> <li>- Department of Environment and Natural Resources Office</li> <li>- Department of Environment and Natural Resources Office</li> <li>- Land Tax Division, City Treasurer's Office</li> <li>- Register of Deeds</li> <li>- Notary Public</li> <li>- Not applicable</li> </ul> |                        |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                                |
| 1.0 Fill-out Request Action Slip (RAS) and submit RAS with supporting documents at the receiving area of the Admin Unit then print the acknowledgement receipt.   | 1.0 Check the completeness of documents, receive and issue acknowledgement receipt to the client. | None  | 30 minutes             | <i>Assessment Clerk III, Administrative Unit</i>         |
| 2.0 No Activity   | 2.0 Forward the received documents to Asst. City Assessor/City Assessor for approval.             | None  | 30 minutes             | <i>Administrative Assistant III, Administrative Unit</i> |

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| 3.0 No Activity | 3.0 Forward documents to Admin Unit for digitization of documents.   | None | 30 minutes | <i>Asst. City Assessor/City Assessor</i>  |
| No Activity     | 1.1 Encode transaction, digitize documents and forward documents to Appraisal Division Chief   | None | 30 minutes | <i>Assessment Clerk III, Administrative Unit</i>  |
| No Activity     | 1.2 Review documents, assign and forward to Land Appraisal and Assessment Section Personnel  | None | 1 hour     | <i>Local Assessment Operations Officer IV, Appraisal and Assessment Division</i>  |
| No Activity     | 1.3 Coordinate and conduct joint ocular inspection with Tax Mapping Personnel, prepare and submit inspection report with initial recommendation then forward documents to Tax Mapping Division Chief | None | 5 days     | <i>Local Assessment Operations Officer I and Local Assessment Operations Officer II, Appraisal and Assessment Division Tax Mapper I, Tax Mapper II and Tax Mapping Aide, Tax Mapping Division</i> |
| No Activity     | 1.4 Receive and assign documents and forward to tax mapper   | None | 30 minutes | <i>Tax Mapping Division Chief</i>   |
| No Activity     | 1.5 Indicate PIN, boundaries of the real property and cadastral lot number then forward to Appraisal and   | None | 1 hour     | <i>Tax Mapper I and Tax Mapper II, Tax Mapping Division</i>   |

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|             | Assessment Division Chief  |      |        |  |
| No Activity | 1.6 Review inspection report, provide final recommendation and forward documents to Land Appraisal and Assessment Section  | None | 1 hour | <i>Local Assessment Operations Officer IV, Appraisal and Assessment Division</i>   |
| No Activity | 1.7 Prepare Field Appraisal and Assessment Sheet then forward document to Assessment Audit and Evaluation Division Chief   | None | 1 hour | <i>Local Assessment Operations Officer I and Local Assessment Operations Officer II, Appraisal and Assessment Division</i> |
| No Activity | 1.8 Review and assign Field Appraisal and Assessment Sheet then forward document to Local Assessment Operations Officer II   | None | 1 hour | <i>Local Assessment Operations Officer III, Assessment Audit and Evaluation Unit</i>                                       |
| No Activity | 1.9 Conduct ocular inspection, evaluate and examine Field Appraisal and Assessment Sheet and supporting documents then forward document to Assistant City Assessor/City Assessor | None | 1 day  | <i>Local Assessment Operations Officer II, Assessment Audit and Evaluation Unit</i>  |
| No Activity | 1.10 Review documents and provide the final approval to the Field Appraisal  | None | 1 hour | <i>Asst. City Assessor/ City Assessor</i>  |

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|  | and Assessment Sheet then forward to the Assessment Records Management Division.  |      |                     |   |
| No Activity  | 1.11 Print and segregate Field Appraisal and Assessment Sheet, Original Copy of TD, Treasurer's Copy of TD, Owner's Copy of TD, Notice of Assessment and indicate assigned number to attached documents | None | 1 hour              | <i>Administrative Aide VI, Assessment Records Management Division</i> |
| 2.0 Present Acknowledgement Receipt, signify receipt of document in the Acknowledgement Releasing of Tax Declaration Form and receive owner's copy of Tax Declaration and Notice of Assessment | 2.0 Verify, retrieve hard copy and release owner's copy of Tax Declaration and Notice of Assessment   | None | 30 minutes          | <i>Administrative Aide VI, Assessment Records Management Division</i> |
|  | TOTAL   | None | 7 days and 2 hours. |   |
| <b>END OF TRANSACTION</b>  |   |      |                     |   |