

1. Request for Annotation of Adverse Claim, Lis Pendens, Mortgage, Bail Bond, or Warrant of Levy on the Tax Declaration

The office provides annotation services to officially record encumbrances, liens, notes, statements, or declarations such as Orders of Lis Pendens, Adverse Claims, Real Estate Mortgage, Orders for Bail Bonds, and Warrants of Levy, that may affect the status of a property for information purposes.

Office or Division:	City Assessor's Office / Assessment Records, Update and Verification Section/ Assessment Records Management Division (ARMD)	
Classification:	Simple	
Type of Transaction:	G2B, G2C, G2G	
Who may avail:	Real Property Owner/ Property Administrator/ Owner's Representative/ National Agencies/ Requesting Party with legal Claims on the property/ Mortgagee /City Treasurer's Office (Warrant of Levy)	
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE
Lis Pendens <ol style="list-style-type: none"> 1. Title - indicating the Bail Bond (1 - electronic copy) 2. Request for Action Slip Form (RAS) 3. Official Receipt 4. Special Power Of Attorney if representative 		Registry of Deeds City Assessor's Office City Treasurer's Office Notary Public
Adverse Claim <ol style="list-style-type: none"> 1.) Title - indicating the Adverse Claim (1 - electronic copy) and Affidavit of Adverse Claim (ROD Stamped) 2.) Deed of Conveyance or Proof of Ownership or Rights/Claim over the property (1 original copy or Certified Copy)(add if Untitled) 3.) Letter Request duly Notarized (2 copies) 4.) Request for Action Slip Form (RAS) 5.) Official Receipt 6.) Special Power Of Attorney if representative 		Registry of Deeds Notary Public Notary Public City Assessor's Office City Treasurer's Office Notary Public
Real Estate Mortgage <ol style="list-style-type: none"> 1.) Real Property Tax Clearance (1 - photocopy) 2.) Title indicating the mortgage contract (Electronic Copy) 3.) Real Estate Mortgage contract (1 – original copy – ROD Stamped) 		City Treasurer's Office Registry of Deeds Mortgagee

<p>4.) If Representative, Special Power of Attorney (SPA) or Authorization from the declared owner (1 – original copy)</p> <p>5.) If bank corporation, association, etc. Secretary’s Certificate or Board Resolution (1 – original copy)</p> <p>6.) Request for Action Slip Form (RAS)</p> <p>7.) Official Receipt</p> <p>Bail Bond Annotation</p> <p>1. Title - indicating the annotation of Bail Bond (electronic Copy)</p> <p>2. Court Order with finality (original copy or Certified Photocopy from Clerk of Court)</p> <p>3. Request for Action Slip Form (RAS)</p> <p>4. Official Receipt</p> <p>5. Special Power Of Attorney if representative</p> <p>Warrant of Levy</p> <p>1. Warrant of Levy on the property</p> <p>Note: Special cases</p>	<p>Notary Public</p> <p>Not applicable</p> <p>Corporate Secretary</p> <p>City Assessor Office</p> <p>City Treasurer’s Office</p> <p>Registry of Deeds</p> <p>City Treasurer’s Office</p> <p>City Assessor’s Office</p> <p>City Treasurer’s Office</p> <p>Notary Public</p> <p>City Treasurer’s Office</p>
--	---

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Fill-out Request Action Slip (RAS) from PACD and submit required documents to Assessment Records Management Division	1.0 Receive, evaluates documents, verify from the record and indicate fees	None	20 minutes	<i>Assessment Clerk II, Assessment Records, Update and Verification Section Assessment Records Management Division</i>
2.0 Present RAS and payment of fees	2.0 Receive RAS and payment then issue Official Receipt	P6.00 per TD	<i>Note: Payment is at City Treasurer’s Office</i>	<i>Revenue Collection Clerk II, City Treasurer’s Office</i>

3.0 Submit RAS and Official Receipt	3.0 Receive RAS and Official receipt, and then Retrieve FAAS and Original TD then annotate the documents then forward to Local Assessment Operations Officer III or IV	None	30 minutes	<i>Assessment Clerk II, Assessment Records, Update and Verification Section Assessment Records Management Division</i>
No Activity	3.1 Review, verify, initial and forward to Section Chief or Division Chief	None	10 minutes	<i>Local Assessment Operations Officer III or IV Assessment Records Management Division</i>
No Activity	3.2 Review, approve, and sign the annotation then forward to Assessment Clerk II	None	10 minutes	<i>City Assessor</i>
4. Receive the annotated documents for Real Estate Mortgage	4.0 Release the annotated documents for Real estate mortgage	None	10 minutes	<i>Assessment Clerk II, Assessment Records, Update and Verification Section Assessment Records Management Division</i>
No Activity (in case for request for certified copy of newly annotated tax declaration refer to the service table No.	4.1 Encode annotation in the database, and forward documents to Administrative Aide IV for digitization and Insertion in the record books	None	10 minutes	<i>Assessment Clerk II, and Administrative Aide IV Assessment Records, Update and Verification Section Assessment Records Management Division</i>
	TOTAL	P6.00/TD	1 hour and 30 minutes	

END OF TRANSACTION