

3. Request for Cancellation of Annotation of Lis Pendens, Adverse Claim, Real Estate Mortgage, Bail Bond, and Warranty of Levy

The office provides cancellation of annotation services on the Tax Declaration to remove encumbrances such as Orders of Lis Pendens, Adverse Claims, Real Estate Mortgage, Orders for Bail Bonds, and Warrants of Levy upon the client's request, in order to update the property records.

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/ Requesting Party with legal Claims on the property/ National Agencies/ Mortgagee	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Adverse Claim		
1. Title indicating the cancellation of Adverse Claim (1 electronic copy)		Registry of Deeds
2. Request letter duly notarized (2 copies)		Notary Public
3. Special Power Of Attorney if representative		City Treasurer's Office
4. Request for Action Slip Form (RAS)		City Assessor's Office
Lis Pendens		
1. Title indicating the cancellation of Lis Pendens (1 electronic copy)		Registry of Deeds
2. Request letter duly notarized (2 copies)		Notary Public
3. Special Power Of Attorney if representative		Notary Public
4. Request for Action Slip Form (RAS)		City Assessor's Office
Release of Mortgage		
1. Title indicating the Cancellation of Mortgage for titled property title (electronic copy) or Release of Mortgage (ROD Stamped)		Registry of Deeds
2. Request Action Slip Form (RAS)		City Assessor's Office
3. Special Power of Attorney if representative		Notary Public
Bail Bond		
1. Title indicating the cancellation of Bail Bond (electronic copy)		Registry of Deeds
2. Request Action Slip Form (RAS)		City Assessor's Office
3. Special Power of Attorney if representative		Notary Public

Warrant of Levy 1. Certificate of Cancellation of Warrant of Levy (Original Copy) 2. Special Power of Attorney if representative or Authorization from the owner 3. Real Property Tax Clearance (1 – original copy or photocopy) 4. Request Action Slip Form (RAS) Note: Special Case Requirement		City Treasurer's Office Notary Public Not Applicable City Treasurer's Office City Assessor's Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Fill-out Request Action Slip (RAS) and submit documents to Assessment Records, Update and Verification Section personnel	1.0 Receive the RAS, verify the documents and retrieve record then, cancel the annotation reflected on the FAAS, Original Copy of TD, and forward to Section Chief or Division Chief	None	30 minutes	<i>Assessment Clerk II, Assessment Records, Update and Verification Section Assessment Records Management Division</i>	
No Activity	1.1 Initial review 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	1.2 Review and approve the cancellation of mortgage and forward to Assessment Clerk II	None	10 minutes	<i>City Assessor</i>	
No Activity (in case for request for certified copy of newly cancelled annotation on the	1.3 Encode cancellation of annotation in the database, digitize and return the documents to Administrative	None	40 minutes	<i>Assessment Clerk II, Assessment Records, Update and Verification Section Assessment</i>	

tax declaration refer to the service table No.9)	Aide VI for insertion in the record books.			<i>Records Management Division</i>
	TOTAL		1 hour and 30 minutes	
END OF TRANSACTION				