

### 23. Request for Property Index Number for Business Permit applicants

This service facilitates the issuance of a Property Index Number (PIN) to business permit applicants. The Property Identification Numbering System is essential for accounting every parcel of land within the city's territorial jurisdiction, as each parcel is assigned a unique PIN. Indicating the PIN based on approved tax maps ensures the accurate identification and verification of the business location.

<b>Office or Division:</b>	Office of the City Assessor- Tax Mapping Division			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C, G2B and G2G			
<b>Who may avail:</b>	Client			
<b>CHECKLIST OF REQUIREMENT/S</b>		<b>WHERE TO SECURE</b>		
Type: no. of copies 1. Business permit application form  2. Title, Tax Declaration, Deed of Absolute Sale, Lease Contract, or any legal documents with lot description of the subject property ( <i>photocopy for reference only</i> ) 3. Request Action Slip (RAS)		Source Office: Office of the City Mayor -Business Permit and Licensing Division Registry of Deeds, Notary Public, Office of the City Treasurer/ Assessor		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Fill-out Request Action Slip (RAS), and present all the requirements to the front line personnel and Wait for your queue number to be called for processing	1.1 Receive the Request Action Slip (RAS), verify the information of the requesting party, and issue a queue number.	None	10 minutes	<i>Administrative Aide IV, Administrative unit</i>
2.Submit the Request Action Slip (RAS) along with the accomplished forms from the Business Permit and Licensing Division for Property Index Numbering.	2.1 Receive the Request Action Slip (RAS) and the accomplished forms from the Business Permit and Licensing Division submitted by the client.	None	1 minute	<i>Administrative Aide IV, Administrative VI, Tax Mapping Aide Tax Mapping Division</i>
No Activity	2.2 Search and verify the details of the		5 minutes/ parcel	<i>Administrative Aide IV, Administrative</i>

	identified real property.			<i>VI, Tax Mapping Aide Tax Mapping Division</i>
No Activity	2.3 Retrieve the Property Index Number (PIN) and the name of the property owner from the office records, then indicate the retrieved information on the Business Application Form.		3 minutes/ parcel	<i>Administrative Aide IV, Administrative VI, Tax Mapping Aide, Tax Mapping Division</i>
3.Receive documents with PIN	2.1 Facilitate the receipt of the accomplished Business Application Form with the PIN and property owner information indicated		1 minute	<i>Administrative Aide IV, Administrative VI, Tax Mapping Aide Tax Mapping Division</i>
	TOTAL	None	20 minutes /parcel	
<b>END OF TRANSACTION</b>				