

## 24. Request for Property Verification / Inquiry

This service is provided to clients who wish to verify the details of a real property, including ownership, boundaries, and location, through property identification maps or tax maps. The client accomplishes a Request Action Slip to facilitate the verification process and to ensure accurate recording of the transaction.

<b>Office or Division:</b>	Office of the City Assessor- Tax Mapping Division				
<b>Classification:</b>	Simple				
<b>Type of Transaction:</b>	G2C, G2B and G2G				
<b>Who may avail:</b>	Property Owner, Authorized Representative, Real Estate Practitioner, Government Offices				
<b>CHECKLIST OF REQUIREMENT/S</b>			<b>WHERE TO SECURE</b>		
Type: no. of copies 1. Request Action Slip (RAS) 2. Official Receipt or fees			Source Office: City Assessor's Office City Treasurer's Office		
<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) indicating the number of properties to be verified/ inquired.	1.0 Assist Client in filling out request action slip (RAS)	None	5 minutes	<i>Administrative Aide VI, Administrative Division</i>	
2.0 Proceed to the cashier designated at City Assessor's Office, present request Action slip (RAS) and secure payment.	1.0 Receive payment and issue official receipt	P6.00/ RPU	5 minutes	<i>Revenue Collection Clerk II, City Treasurer's Office</i>	
2.0 Proceed to Tax Mapping Division and present Action Slip (RAS) with official receipt to Tax Mapping frontline personnel.	3.0 Receive the RAS with official receipt then verify the identified Real Property. Provide visual and real property information through property identification map/ Tax map/ tax map control roll/ approved subdivision plan	None	20 minutes/ RPU	<i>Tax Mapper, Draftsman, Administrative VI, Tax Mapping Aide, Tax Mapping Division</i>	

	TOTAL	P6.00/ RPU	30 minutes/ RPU	
<b>END OF TRANSACTION</b>				