

19. Request for Special Certification on Property Holdings and Improvements and Tax Declaration (for BIR Estate Tax/Sale)

The office issues special certification that includes Certificate of Total/No Property Holdings, Certificate of With/No Improvement with corresponding Certified True Copy of Tax Declaration of the properties nearest time of death of the deceased declarant for BIR estate tax purposes or at the time of sale. The duration of this process may vary depending on the extent and number of properties registered under the declarant.

Office or Division:	City Assessor's Office / Assessment Research, Archive and Maintenance Section/ Assessment Records Management Division			
Classification:	Simple Transaction			
Type of Transaction:	G2B, G2C, G2G			
Who may avail:	Taxpayer/Real Property Owner/Authorized Representative			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
Type / Number of copies 1. Letter Request indicating request (duly notarized) - 2 copies 2. Official Receipt 3. Special Power of Attorney - if representative 4. Tax Clearance 5. Extra Judicial Settlement of Estate (if available) Photocopy or Deed of Sale (for Capital Gains Tax)		Source Office: City Assessor's Office City Treasurer's Office Notary Public City Treasurer's Office Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Submit letter request and documents and receives acknowledgement receipt and wait for notification if the request are to be released	1.0 Check the completeness of documents, receive and issue acknowledgement receipt to the client	None	30 minutes	<i>Administrative Assistant I, Administrative Unit, City Assessors Office</i>
	1.0 Receive, encode transaction, digitize documents and forward City Assessor	None	30 minutes	<i>Administrative Assistant I, Administrative Unit, City Assessors Office</i>
	2.0 Indicate marginal note on the acknowledgement receipt (office copy) and forward to	None	5 minutes	<i>City Assessor</i>

	Assessment Records Management Division			
	3.0 Assigns request and forwards to Local Assessment Operations Officer II	None	5 minutes	<i>Division Chief, Assessment Records Management Division, City Assessor's Office</i>
	4.0 Receive, verify existing records, and conduct research on verify ownership records on assessment roll & real property ownership card for estate tax	None	2 hours	<i>Local Assessment Operations Officer II , Assessment Research, Archive and Maintenance Section, Assessment Records Management Division, City Assessor's Office</i>
	4.1 Prepares, prints & signs Certificate of Property Holdings or No Property / Certificate of No Improvements or Certificate with Improvement and forward to Division Chief	None	6 hours	<i>Local Assessment Operations Officer II , Assessment Research, Archive and Maintenance Section, Assessment Records Management Division, City Assessor's Office</i>
	5.0 Review, signs and forward to Division Chief	None	30 minutes	<i>Division Chief, Assessment Records Management Division, City Assessor's Office</i>

	6.0 Approve and signs the certification and return to Local Assessment Operations Officer II	None	5 minutes	<i>City Assessor, City Assessor's Office</i>
	7.0 Inform client that the document has been prepared	None	5 minutes	<i>Local Assessment Operations Officer II , Assessment Research, Archive and Maintenance Section, Assessment Records Management Division, City Assessor's Office</i>
2.0 Proceed to Local Assessment Operations Officer II upon receipt of call or text notification and present letter request	8.0 Instruct client to pay corresponding fees and issue Payment Order Slip	None	5 minutes	<i>Local Assessment Operations Officer II , Assessment Research, Archive and Maintenance Section, Assessment Records Management Division, City Assessor's Office</i>
3.0 Present order of payment slip and corresponding payment	9.0 Receive Order of Payment Slip, payment and issues official receipt	P36.00/ page of Certification and P70.00 per TD	5 minutes (Collector is at City Assessor's Office)	<i>Revenue Collection Clerk II, City Treasurer's Office</i>
4.0 Present copy of letter request and official receipt to Local Assessment Operations Officer II	10.0 Receive official receipt and indicate in the documents the official receipt details and writes marginal note on client's copy that the documents have been received	None	30 minutes	<i>Local Assessment Operations Officer II , Assessment Records Management Division, City Assessor's Office</i>

5.0 Receive the documents, official receipt and affixes signature in the letter request (office copy) to acknowledge the receipt of documents	11.0 Release the documents	None	5 minutes	<i>Local Assessment Operations Officer II, Assessment Records Management Division, City Assessor's Office</i>
	TOTAL		1 day 2 hours and 35 minutes	
END OF TRANSACTION				