

8. Request for Certificate of No / With Property Holdings

The City Assessor's Office issues a Certificate of No/With Property Holdings upon the request of a client. This certificate serves as official confirmation of whether an individual or entity has declared real property within the jurisdiction of the City. If the client has no declared real property, a Certificate of No Property Holdings is issued. Conversely, if the client has declared properties, a Certificate of Property Holdings is issued, indicating the complete list of real properties registered under his/her name, including their corresponding tax declaration numbers, locations, classifications, and assessed values.

Office or Division:	City Assessor's Office / Assessment Records, Update and Verification Section/ Assessment Records Management Division (ARMD)			
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: <ol style="list-style-type: none"> 1. Request action Slip Form (RAS) 2. Official Receipt 3. Special Power of Attorney or Authorization from the owner (1 – original copy) 4. Proof of Identification (1 – photocopy) 		Source Office: City Assessor's Office City Treasurer's Office Notary Public Not applicable Not applicable		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Fill-out Request Action Slip (RAS) and submit documents I	1.0 Receive and verify the records to determine if the requesting party has declared property or not, and indicate the corresponding fees.	None	10 minutes	<i>Assessment Clerk II, Assessment Records, Update and Verification Section, Assessment Records Management Division, City Assessor's Office</i>
2.0 Present RAS and payment of fees	2.0 Receive RAS and payment then issue Official Receipt	P36.00 per certification	5 minutes (Collector is at City Assessor's Office)	<i>Revenue Collection Clerk II, City Treasurer's Office</i>

3.0 Submit RAS, documents, and Official Receipt	3.0 Receive Payment Order Slip and issue Official Receipt	None	5 minutes	<i>Assessment Clerk II, Assessment Records, Update and Verification Section, Assessment Records Management Division, City Assessor's Office</i>
3.1 Wait for the processing and the release of the certificate.	3.1 Encode the name and address as a new entity in the system if the declarant's name is not found in the database or review the database for duplicate or similar declarant names and for any properties owned by the declarant but not properly linked and return to Assessment Clerk II	None	15 minutes	<i>Local Assessment Operations Officer II or III Assessment Records Management Division, City Assessor's Office</i>
	3.2 Print and sign the certificate then submit to the Division Chief	None	10 minutes	<i>Assessment Clerk II, Assessment Records, Update and Verification Section, Assessment Records Management Division, City Assessor's Office</i>
	3.3 Verify, sign and forward documents to the City Assessor.	None	5 minutes	<i>Division Chief, Assessment Records Management Division, City Assessor's Office</i>

	3.4 Approve and signs the certification and return to Assessment Clerk II	None	5 minutes	<i>City Assessor, City Assessor's Office</i>
4.0 Receive the documents, official receipt and affixes signature in the RAS	4.0 Call the client and issue the certificate at the releasing window	None	5 minutes	<i>Assessment Clerk II, Assessment Records, Update and Verification Section, Assessment Records Management Division, City Assessor's Office</i>
	TOTAL	None	1 hour	TOTAL
END OF TRANSACTION				