

22. Request for Property Identification Map

This service allows clients to verify and identify real property details such as ownership, boundaries, lot or survey numbers, classification, and actual location using the Property Identification Map or Tax Map. It also shows the shape and relative position of the land. The Office provides Property Identification Maps upon request, subject to payment of the corresponding fee as prescribed under Ordinance No. 08, Series of 2010.

Office or Division:	Office of the City Assessor- Tax Mapping Division			
Classification:	Simple Transaction			
Type of Transaction:	G2C, G2B and G2G			
Who may avail:	Client			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
Type: no. of copies 1. Any of the following: Title, tax declaration, tax clearance, Deeds, Approved Subdivision plan or any legal documents with lot description of the subject property (<i>photocopy for reference only</i>) 2. <i>Authorization from property owner (if representative) and present Valid Identification Card (ID) of requesting party</i> 3. Request Action Slip (RAS) 4. Official Receipt		Source Office: Registry of Deeds, Notary Public, Office of the City Treasurer/Assessor Office of the City Assessor Office of the City Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill-out Request Action Slip (RAS), and present all the requirements to the front line personnel	1.1 Receive the Request Action Slip (RAS), verify the details of the subject real property, and indicate the corresponding fee.	None	5 minutes	<i>Administrative Aide IV, Administrative unit</i>
2.Present RAS and payment of fees	2.1 Receive RAS and payment then issue Official Receipt	P28.00+ 30.00 Doc. Stamp/ property identificati on map	5 minutes (Collector is at City Assessor's Office)	<i>Revenue Collection Clerk II, City Treasurer's Office</i>

3. Present the RAS and Official Receipt	3.1 Receive the Request Action Slip (RAS) and Official Receipt (OR), prepare and print the Property Identification Map indicating the OR number, then sign, verify, and approve the document.		18 minutes/ parcel	<i>Administrative Aide IV, Administrative VI, Tax Mapping Aide Division Chief, Tax Mapping Division, City Assessor</i>
4. Receive the documents	4.1 Facilitate the receipt of the signed document and release the approved Property Identification Map to the client.		2 minutes/ parcel	<i>Administrative Aide IV, Administrative VI, Tax Mapping Division</i>
	TOTAL	P58.00/ property identificati on map	30 minutes/ parcel	
END OF TRANSACTION				