

17. Request for Real Property Tax Declaration for Newly Discovered Building or Other Structures and Machinery or Equipment

It is the mandate of the City Assessor's Office to exercise the functions of appraisal and assessment primarily for taxation purposes of all real properties in the City of General Santos and conduct frequent surveys to verify and determine whether all real properties within the city are properly listed in the assessment roll.

Office or Division:	City Assessor's Office
Classification:	Complex Transaction
Type of Transaction:	G2C, G2B, G2G
Who may avail:	Real Property Owner / Authorized Representative / Government Agencies
CHECKLIST OF REQUIREMENT/S	
WHERE TO SECURE	
Type / Number of copies <u>Building and Other Structures:</u>	Source Office:
1. Sworn Statement of the Market Value of Real Properties Form	- City Assessor's Office
2. If representative, Special Power of Attorney (1 - original or certified copy)	- Notary Public
3. Proof of Identification (1 - photocopy)	- Requesting Party
4. Photograph of the structure/machinery	- Requesting Party
<u>If with Building Permit</u>	
1. Building Permit (1 - certified copy)	- Office of the Building Official
2. Building Plan (1 - photocopy)	- Office of the Building Official
3. Certificate of Completion or Certificate of Occupancy (1 certified copy)	- Office of the Building Official
4. Photograph of the structure/machinery	- Requesting Party
<u>If without Building Permit and the declarant is the declared lot owner</u>	
1. Affidavit of Ownership (1 - original copy)	- Notary Public
2. Photograph of the structure/machinery	- Requesting Party
3. Bill of Materials signed by the Engineer	- Licensed Civil Engineer
<u>If without Building Permit and the declarant is not the declared lot owner</u>	
1. Joint Affidavit by the lot owner and the building declarant or Authority to construct by the declared lot owner (1 - original copy)	- Notary Public
2. Bill of Materials signed by the Engineer	- Licensed Civil Engineer
3. Photograph of the structure/machinery	- Requesting Party

<p><u>If without building permit and the declared lot owner executed a Deed of Conveyance in favor of the declarant</u></p> <ol style="list-style-type: none"> 1. Deed of Conveyance (1 - photocopy) 2. Affidavit of Ownership (1 - original copy) 3. Bill of Materials signed by the Engineer 4. Photograph of the structure/machinery <p><u>If without building permit and the declarant is the awardee of the lot</u></p> <ol style="list-style-type: none"> 1. Certification (1 - photocopy) 2. Deed of Absolute Sale (1 - photocopy) 3. Bill of Materials signed by the Engineer 4. Photograph of the structure/machinery <p><u>If without building permit and the declarant is a member of a Homeowners Association</u></p> <ol style="list-style-type: none"> 1. Certificate of Registration (1 - photocopy) 2. Board Resolution (1 - original or certified copy) or 3. Certification (1 - original copy) or Affidavit of Ownership (1 - original copy) 4. Photograph of the structure/machinery 5. Bill of Materials signed by the Engineer <p><u>Machinery and Equipment:</u></p> <ol style="list-style-type: none"> 1. Request Action Slip Form 2. Sworn Statement of the Market Value of Real Properties Form 3. If representative, Special Power of Attorney (1 - original or certified copy) 4. Proof of Identification (1 - photocopy) 5. Photograph of the machinery/equipment 6. Commercial Invoice 7. cost of transportation, handling, and installation at the present site. The cost may also include freight and insurance charges, brokerage, customs duties and taxes; 	<ul style="list-style-type: none"> - Notary Public - Notary Public - Licensed Civil Engineer - Requesting Party <ul style="list-style-type: none"> - City Housing and Land Management Office - City Housing and Land Management Office - Licensed Civil Engineer - Requesting Party <ul style="list-style-type: none"> - Housing and Land Use Regulatory Board - Homeowners Association - Notary Public - Requesting Party - Licensed Civil Engineer <ul style="list-style-type: none"> - City Assessor's Office - City Assessor's Office - Notary Public - Requesting Party - Requesting Party - Requesting Party - Requesting Party 			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1.0 Fill-out Request Action Slip (RAS) and submit RAS with supporting documents at the receiving area of the Admin Unit then receive the acknowledgement receipt	1.0 Check the completeness of documents, receive and issue acknowledgement receipt to the client	None	30 minutes	<i>Assessment Clerk III, Administrative Unit</i>
No Activity	1.1 Encode transaction, digitize documents and forward documents to Appraisal Division Chief.	None	30 minutes	<i>Assessment Clerk III, Administrative Unit</i>
No Activity	1.2 Assign for field validation to Building and Machineries Appraisal and Assessment Section Personnel	None	1 hour	<i>Local Assessment Operations Officer IV, Appraisal and Assessment Division</i>
No Activity	1.3 Validate office record, print vicinity map, conduct ocular inspection, prepare and submit inspection report with initial recommendation then forward documents to Appraisal Division Chief.	None	5 days	<i>Local Assessment Operations Officer I and Local Assessment Operations Officer II, Appraisal and Assessment Division/ Tax Mapper I and Tax Mapper II, Tax Mapping Division</i>
No Activity	1.4 Review inspection report, provide final recommendation and forward validation report to Asst. City Assessor/City Assessor for Approval.	None	2 hours	<i>Local Assessment Operations Officer IV, Appraisal and Assessment Division</i>

	1.5	Approve inspection report.		30 minutes	Asst. City Assessor/City Assessor
	1.6	Digitize the approved inspection reports and supporting documents and forward to tax mapping division		1 hour	Assessment Clerk III, Administrative Unit
No Activity	1.7	Receive and assign documents and forward to Tax Mapper	None	30 minutes	<i>Tax Mapper IV, Tax Mapping Division</i>
No Activity	1.8	Review and update PIN, boundaries of the real property, cadastral lot number and lot area then forward to Appraisal and Assessment Division Chief	None	30 minutes	<i>Tax Mapper I and Tax Mapper II, Tax Mapping Division</i>
	1.9	Assign approved inspection report to Building and Machineries Appraisal and Assessment Section Personnel	None	30 minutes	Local Assessment Operations Officer IV, Appraisal and Assessment Division
No Activity	1.10	Prepare Field Appraisal and Assessment Sheet then forward document to Assessment Audit and Evaluation Division Chief.	None	1 hour	<i>Local Assessment Operations Officer I and Local Assessment Operations Officer II, Appraisal and Assessment Division</i>
No Activity	1.11	Review and assign Field Appraisal and Assessment Sheet then forward document to Local Assessment Operations Officer II	None	30 minutes	<i>Local Assessment Operations Officer III, Assessment Audit and Evaluation Unit</i>

No Activity	1.12 Conduct ocular inspection, evaluate and examine Field Appraisal and Assessment Sheet and supporting documents then forward document to Assistant City Assessor	None	1 day	<i>Local Assessment Operations Officer II, Assessment Audit and Evaluation Unit</i>
No Activity	1.13 Approve Field Appraisal and Assessment Sheet then forward to Assessment Records Management Division.	None	30 minutes	<i>Asst. City Assessor/City Assessor</i>
No Activity	1.14 Print and segregate Field Appraisal and Assessment Sheet, Original Copy of TD, Treasurer's Copy of TD, Owner's Copy of TD, Notice of Assessment and indicate assigned number to attached documents	None	30 minutes	<i>Administrative Aide VI, Assessment Records Management Division</i>
2.0 Present Acknowledgement Receipt, signify receipt of document in the Acknowledgement Releasing of Tax Declaration Form and receive owner's copy of Tax Declaration and Notice of Assessment	2.1 Verify, retrieve hard copy and release owner's copy of Tax Declaration and Notice of Assessment	None	30 minutes	<i>Administrative Aide VI, Assessment Records Management Division</i>
	TOTAL	None	7 days and 2 hours	
END OF TRANSACTION				