

25. Request for Transfer of Real Property Tax Declaration

Facilitate the transfer of ownership in the assessment record.

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 1. Request Action Slip Form 2. Deed of Conveyance (1 – photocopy with ROD Stamp) 3. Property Transfer Tax (1 – photocopy with ROD Stamp) 4. Real Property Tax Clearance (1 – photocopy with ROD Stamp) 5. Certificate Authorizing Registration (1 – photocopy with ROD Stamp) 6. Transfer Certificate of Title (1- Photocopy) 7. If representative, Special Power of Attorney (1 - Original or Certified Copy) 8. Proof of Identification (1- Photocopy) 9. Sheriff Certification or Board Resolution Certificate or Board Resolution 10. If Mortgage – Cancellation of Mortgage		Source Office: - City Assessor's Office - Notary Public - Land Tax Division, City Treasurer's Office - Land Tax Division, City Treasurer's Office - Bureau of Internal Revenue - Register of Deeds - Notary Public - Not applicable - Court - Financing Institution where the property was mortgage		
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	None	30 minutes	<i>Assessment Clerk III, Administrative Unit</i>

		Tax Mapping Division Chief.			
No Activity	1.2	Receive and assign documents and forward to tax mapper.	None	30 minutes	<i>Tax Mapper IV, Tax Mapping Division</i>
No Activity	1.3	Review and update PIN, boundaries of the real property, cadastral lot number and lot area then forward to Appraisal and Assessment Division Chief.	None	1 hour	<i>Tax Mapper I and Tax Mapper II, Tax Mapping Division</i>
No Activity	1.4	Review, assign and forward documents to Local Assessment Operations Officer II.	None	30 minutes	<i>Local Assessment Operations Officer IV, Appraisal and Assessment Division</i>
No Activity	1.5	Prepare Field Appraisal and Assessment Sheet then forward document to Assessment Standard and Evaluation Unit Chief.	None	1 hour	<i>Local Assessment Operations Officer II, Appraisal and Assessment Division</i>
No Activity	1.6	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	1.7	Evaluate and examine Field Appraisal and Assessment	None	4 hours	<i>Local Assessment Operations Officer II,</i>

		Sheet and supporting documents then forward document to Assistant City Assessor/City Assessor			<i>Assessment Audit and Evaluation Unit</i>
No Activity	1.8	Approve Field Appraisal and Assessment Sheet then forward to Assessment Clerk III, Assessment Records Management Division.	None	2 hours	<i>Assistant City Assessor/ City Assessor</i>
No Activity	1.9	Print and segregate Field Appraisal and Assessment Sheet, Original Copy of TD, Treasurer's Copy of TD, Owner's Copy of TD, Original Copy of Notice of Assessment, Owner's Copy of Notice of Assessment and indicate assigned number to attached documents	None	1 hour	<i>Assessment Clerk III, 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	1.0	Verify, retrieve hard copy and release owner's copy of Tax Declaration and Notice of Assessment	None	30 minutes	<i>Assessment Clerk II, Assessment Records Management Division</i>

	TOTAL	None	1 day and 4 hours	
END OF TRANSACTION				