



City Assessor's Office

External

Assessment or Re-assessment of Real Properties

This office is tasked to conduct ocular inspection in relation to the discovery, classification, assessment and valuation of all real properties which shall be used as basis for taxation.

Office or Division:	Assessment Records Management Division			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Real Property Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request for Inspection		To be provided by the Real Property Owner		
Photocopy of Building Plans with corresponding Building Permits & Certificate of Occupancy (for building) – one (1) copy each		Client's file copy		
Sworn Statement declaring the True Current and Fair Market Value of the property		City Assessor's Office; To be subscribed by a Notary Public		
Official Receipt for the Required Fee		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clients should follow precautionary measures to contain the spread of COVID 19. Thermal scanner with contactless alcohol dispenser has been provided at the entrance of the office. Wearing of mask, washing of hands with alcohol or alcohol-	Assist clients	None	None	<i>Assessment Clerk</i>



based hand rub, social distancing should be observed. Information for contact tracing should be provided				
2. Submit requirements to the receiving clerk (Real property subject for Assessment / Re-Assessment should be clearly stated in the letter request.	Evaluate submitted documents and arrange schedule for the ocular inspection	Residential P 100.00 Commercial P 500.00 Agricultural P 250.00 Industrial P 500.00 OR for Assessment or Re- Assessment of Real Properties	4 minutes/ transaction	<i>Assessment Clerk</i>
3. Requesting Party should be present on the date of inspection	Conduct ocular inspection	None	Time depends on distance where the real property subject for inspection is located 3 hours (urban areas) 1 day (rural areas)	<i>Tax Mapper Local Assessment Operations Officer</i>
4. None	1. Prepare Real Property Field Appraisal & Assessment Sheet (FAAS); 2. Encode approved assessment; 3. Generate owner's	None	2 days/ transaction	<i>Assessment Clerk Local Assessment Operations Officer Asst. City Assessor</i>



	<p>copy of Tax Declaration & Notice of Assessment;</p> <p>4. Sign Owner's Copy of Tax Declaration and Notice of Assessment</p>			<i>City Assessor</i>
5. Claim owner's copy of Tax Declaration and Notice of Assessment after completion of transaction.	5. Release Owner's Copy of Tax Declaration and Notice of Assessment	None		<i>Assessment Clerk</i>
	TOTAL	<p>Residential P100.00</p> <p>Commercial P 500.00</p> <p>Agricultural P 250.00</p> <p>Industrial P 500.00</p>	<p>2 days, 3 hrs & 4 mins./ transaction (urban areas)</p> <p>3 days & 4 mins./ transaction (rural areas)</p>	



Certifications

This office issues the following certifications:

1. Certificate of Total Property Holdings
2. Certificate of No Improvement
3. Certificate with Improvement
4. Certificate of No Real Property
5. Other Certification

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Who may avail:	Real Property Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Land Tax Clearance (for Certificate of Total Property Holdings, Certificate With or Without Improvements) – 1 original copy		City Treasurer's Office		
Affidavit of No Improvement (for Certificate of No Improvement)		Office of the Notary Public		
SPA or Letter of Authorization in cases where the requesting party is not the declared /registered property owner		Office of the Notary Public To be provided by the Real Property Owner		
Copy of Deed of Sale (if the requesting party is the buyer		Client's file copy		
Any supporting Documents to establish relationship with the declared owner: Birth Certificate, Death Certificate, Marriage Contract, Declaration of Heirship (if the declared property owner is deceased)		Client's file copy		
Official Receipt for the required fee		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clients should follow precautionary measures to contain the spread of COVID 19.	Assist Clients	None	None	Assessment Clerk



Thermal scanners with contactless alcohol dispenser has been provided at the entrance of the office. Wearing of face mask, washing of hands with alcohol or alcohol-based hand rub, social distancing should be observed. Information for contact tracing should be provided.				
2. Present all requirements to the receiving clerk	1. Evaluate the documents 2. Prepare/ Generate and Sign the requested certification	P 20.00 P 10.00 (Certificate of No Real Property) OR for Certifications	2 minutes/ Certification 6 minutes/ Certification	<i>Assessment Clerk</i> <i>Assessment Clerk</i> <i>Asst. City Assessor</i> <i>City Assessor</i>
3. Receive requested assessor's certification	Release the requested certification to client	None		<i>Assessment Clerk</i>
	Total	P20.00 P10.00 (Certificate of No Real Property)	8 minutes/ Certification	

Certified True Copy of Tax Declaration

Tax Declaration of real property is for taxation purposes only and the valuation indicated therein is based on the approved Schedule of Market Values.



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Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Real Property Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Land Tax Clearance- 1 original copy		City Treasurer's Office		
Letter Request (for Historical Records)		To be provided by Real Property Owner		
SPA or Letter of Authorization in cases where the requesting party is not the declared/registered property owner		Office of the Notary Public To be provided by the Real Property Owner		
Copy of Deed of Sale (if the requesting party is the buyer)		Client's file copy		
Any supporting Documents to establish relationship with the declared owner: Birth Certificate, Death Certificate, Marriage Contract, Declaration of Heirship (if the declared property owner is deceased)		Client's file copy		
Official Receipt for the required fee		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clients should follow precautionary measures to contain the spread of COVID 19. Thermal scanners with contactless alcohol dispenser has been provided at the entrance of the office. Wearing of face mask, washing of hands with alcohol or alcohol-based hand rub, social distancing should be observed. Information for contact tracing should be provided.	Assist clients	None	None	Assessment Clerk



2. Present the required documents to the receiving clerk	1. Evaluate the documents 2. Generate copy of Tax Declaration; Sign the requested Tax Declaration	P20.00 OR for Certified True Copy of Tax Declaration	1 minute/ Tax Declaration 4 minutes/ Tax Declaration	<i>Assessment Clerk</i> <i>Assessment Clerk</i> <i>Asst. City Assessor</i> <i>City Assessor</i>
3. Receive copy of the requested document	Release approved document to client	None		<i>Assessment Clerk</i>
	Total	P20.00	5 minutes/Tax Declaration	

Declaration of Subdivision, Consolation or Consolidation - Subdivision

The office of the City Assessor takes charge of the declaration of real properties resulting from subdivision, consolidation, or consolidation-subdivision of lots.

Office or Division:	Assessment Records Management Division
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may avail:	Real Property Owners
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Land Tax Clearance of Properties subject for subdivision, consolidation or consolidation-subdivision – 1 original copy	City Treasurer's Office
Duly approved subdivision, consolidation or consolidation-subdivision plans – 1 Blue Print	Client's file copy



Original & photocopy of title of lots resulting from subdivision, consolidation or consolidation-subdivision.		Client's file copy		
Affidavit of subdivision, consolidation or consolidation-subdivision.		Client's file copy		
Official Receipt for the Required Fee		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clients should follow precautionary measures to contain the spread of COVID 19. Thermal scanners with contactless alcohol dispenser has been provided at the entrance of the office. Wearing of face mask, washing of hands with alcohol or alcohol-based hand rub, social distancing should be observed. Information for contact tracing should be provided.	Assist Clients	None	None.	<i>Assessment Clerk.</i>
2. Submit all the required documents	Evaluate submitted documents and arrange schedule of inspection	P50.00 (First two (2) lots) P 5.00/lot (each succeeding lot) OR for Subd., Consolidation or Consolidation/Subdivision	4 minutes/ transaction	<i>Assessment Clerk</i>
3. Requesting party should be present on	Conduct ocular inspection.	Residential P100.00	Time depends on the distance	<i>Tax Mapper</i>



the date of inspection		Commercial P500.00 Agricultural P250.00 Industrial P500.00 OR/Inspection Fee for Assessment Of Real Properties	where the real property subject for inspection is located 3 hours (urban areas) 1 day (rural areas)	<i>Local Assessment Operation Officer</i>
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<p>4. None</p>	<p>1. Prepare Tax Maps with corresponding PIN for each lot;</p> <p>2. Prepare Real Property Field Appraisal & Assessment Sheet (FAAS);</p> <p>3. Encode approved Assessment;</p> <p>4. Generate and sign Owner's Copy of Tax Declaration & Notice of Assessment</p>		<p>Time depends on the number of lots being subdivided, consolidated or consolidated-subdivided, and the number of structures constructed on the subject lots.</p> <p>2 working days (2-4 sublots)</p> <p>4 working days (5-10 sublots)</p> <p>7 working days (11-30 sublots)</p> <p>15 working days (31-50 sublots)</p> <p>20 working days (51-100 sublots)</p> <p>25 working days (101-200 sublots)</p> <p>30 working days (201-300 sublots)</p> <p>35 working days (301 sublots or more)</p>	<p><i>Assessment Clerk</i></p> <p><i>Tax Mapper</i></p> <p><i>Local Assessment Operations Officer</i></p> <p><i>Asst. City Assessor</i></p> <p><i>City Assessor</i></p>
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5. Claim owner's copy of Tax Declaration and Notice of Assessment	Release Owner's Copy of Tax Declaration and Notice of Assessment to Client	None		<i>Assessment Clerk</i>
	TOTAL	Residential P100.00 Commercial P500.00 Agricultural	2-4 sublots: 2 working days, 3 hrs. & 4 mins.	



		P250.00	(urban areas)	
		Industrial P500.00	3 working days & 4 mins. (rural areas)	
			5-10 sublots: 4 working days, 3 hrs. & 4 mins. (urban areas) 5 working days, & 4 mins. (rural areas)	
			11-30 sublots: 7 working days, 3 hrs. & 4 mins. (urban areas) 8 working days, & 4 mins. (rural areas)	
			31-50 sublots: 15 working days, 3 hrs. & 4 mins. (urban areas) 16 working days,	



			<p>& 4 mins. (rural areas)</p> <p>51-100sublots: 20 working days, 3 hrs. & 4 mins. (urban areas) 21 working days & 4 mins. (rural areas)</p> <p>101-200sublots: 25 working days, 3 hrs. & 4 mins. (urban areas) 31 working days, & 4 mins. (rural areas)</p> <p>201-300sublots: 30 working days, 3 hrs. & 4 mins. (urban areas)</p>	
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			36 working days, & 4 mins. (rural areas) 301 sublots or more:	
			35 working days, 3 hrs. & 4 mins. (urban areas)	
			46 working days, & 4 mins.(rural areas)	

Simple Transfer of Ownership of Real Property on Tax Declaration

Any person who shall transfer real property ownership to another shall notify the office of the City Assessor who shall take charge of its declaration.

Office or Division:	Assessment Records Management Division	
Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen	
Who may avail:	Real Property Owners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Land Tax Clearance – 1 original copy		City Treasurer’s Office
Transfer Tax Receipt – 1 original copy		City Treasurer’s Office



Original and Photocopy of Certificate Authorizing Registration (CAR)		Client's file copy		
Original and Photocopy of Land Title		Client's file copy		
Original and Photocopy of Deed of Sale or Similar documents causing the transfer		Client's file copy		
Sworn Statement of True Current and Fair Market Value of Real Property		City Assessor's Office; To be subscribed by a Notary Public		
Official Receipt for the required fee		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clients should follow precautionary measures to contain the spread of COVID 19 Thermal scanners with contactless alcohol dispenser has been provided at the entrance of the office. Wearing of face mask, washing of hands with alcohol or alcohol- based hand rub, social distancing should be observed. Information for contact tracing should be provided.	1. Assist clients	None	None	<i>Assessment Clerk</i>
2. Submit the required documents to the receiving clerk.	2. Evaluate the documents	P50.00 OR for Simple Transfer of Ownership of Real Property on Tax Declaration	8 minutes	<i>Assessment Clerk</i>



3. None	<p>1. Prepare Real Property Field Appraisal & Assessment Sheet (FAAS);</p> <p>2. Encode approved assessment;</p> <p>3. Generate Owner's Copy of Tax Declaration & Notice of Assessment;</p> <p>4. Sign Owner's Copy of Tax Declaration and Notice of Assessment</p>	None	<p>1 day for single to 5 transactions;</p> <p>2 days for more than 5 transactions</p>	<p><i>Assessment Clerk</i></p> <p><i>Asst. City Assessor</i></p> <p><i>City Assessor</i></p>
4. Receive owner's copy of Tax Declaration and Notice of Assessment after transfer/ transaction is completed.	Release Owner's Copy of Tax Declaration and Notice of Assessment to client	None		<i>Assessment Clerk</i>
	Total	P50.00	<p>1 day & 8 mins. For single to 5 transactions</p> <p>2 days & 8 mins. For more than 5 transactions</p>	