

**Municipal Assessor's Office**  
**(External)**

## 1. Issuance Of Certified True Copy Of Tax Declaration

This service aims to accommodate the request of property owners to secure a certified copy of Tax Declaration as reference for payment of taxes and for another purpose it may serve

<b>Office / Division:</b>	OFFICE OF THE MUNICIPAL ASSESSOR			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2C - Client is the transacting public, G2B - Government to Business Entity, G2G - Client is a government employee or another government agency			
<b>Who may avail:</b>	Property Owner or authorized representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Completely filled-out Request form  2. Documents for reference <b>Additional requirement if transacted by Representative:</b> 3. Photocopy of Valid ID of representative 4. Special Power of Attorney or Authorization Letter 5. Photocopy of valid ID of the owner		Municipal Assessor's Office (to be filled out by the requesting party (property owner/ authorized representative) Property owner's File  Authorized Representative  Property Owner Property Owner		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out request form and submit documents for reference.	1. Receive and check completeness of filled out request form and documents for reference	None	5 minutes	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office
2. None	2. Verification of records in the database	None	1 minute	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office
3. None	3.1 Issue order of payment for Certified True Copy of TaxDeclaration (if records available)	Php 105.00 per property	1 minute	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office
	3.2 Research/traceback (if no records available)	None	5 minutes per property	

4. Present Official Receipt	4. Printing/Processing and preparation of Certified TrueCopy of Tax Declaration	None	5 minutes	Mun. Assessor's Office Staff Mun. Assessor's Office
5. None	5. Review and Approval	None	1 minute	Mun. Assessor Mun. Assessor's Office
6. Signing in the Logbook of Request for Certified Copy of Tax Declaration	6. Client to sign in the logbook as proof of receipt, the releasing personnel records particulars of the requested property at the logbook	None	1 minute	Mun. Assessor's Office Staff Mun. Assessor's Office
7. Receiving of Certified Copy of Tax Declaration	7. Release/issue certified true copy of tax declaration	None	1 minute	Mun. Assessor's Office Staff Mun. Assessor's Office
<b>TOTAL</b>		Php 105 per property	9 minutes	
<b>If Record are not available</b>			14 minutes	

## 2. Issuance of Certificate of Property Landholdings, Insolvency or no Property

This service aims to accommodate the request of property owners to secure listings of property holdings and Certificate of Insolvency as reference for payment of taxes and for other purposes it may serve.

<b>Office / Division:</b>	OFFICE OF THE MUNICIPAL ASSESSOR
<b>Classification:</b>	SIMPLE
<b>Type of Transaction:</b>	G2C - Client is the transacting public, G2B - Government to Business Entity, G2G - Client is a government employee or another government agency

<b>Who may avail:</b>	Property Owner or authorized representative
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.1 Completely filled-out Request form	Municipal Assessor's Office (to be filled out by the requesting party (property owner/ authorized representative)
2.1 Documents for reference and Date of death of the owner (in case of Landholdings for Estate Tax Purposes)	Property owner's File
<b><i>Additional requirement if transacted by Representative:</i></b>	
3. 1 Photocopy of Valid ID of representative	Authorized Representative
4. 1 Special Power of Attorney of Authorization Letter	Property Owner
5. 1 Photocopy of valid ID of the owner	Property Owner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out request form and submit documents for reference at Municipal Assessors Office	1. Receive and check completeness of filled out request form and documents for reference	None	2 minutes	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office
2. None	2. Verification of records in database	None	2 minutes	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office

3. None	3.1 Issue order of payment for Certification Fee	Php 75.00 per property  Php 30.00 Doc. Stamp Tax	1 minute	<i>Mun. Assessor's Office Staff</i>
	3.2 Research/traceback (previous records for estate tax purposes records for estate tax purposes	None	5 minutes/ per property	Mun. Assessor's Office
4. Present Official Receipt	4. Printing/Processing and preparation of Certificate of Land holdings or Insolvency	None	5 minutes	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office
5. None	5. Review and Approval	None	2 minutes	<i>Municipal Assessor</i>  Mun. Assessor's Office
6. Signing in the Logbook of Request for Certificate of Landholdings or Insolvency	6. Client to sign in the logbook as proof of receipt, the releasing personnel records particulars of the requested property at the logbook	None	1 minute	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office
7. Receiving of Certificate of Landholdings or Insolvency	7. Release/issue certificate of landholdings and insolvency	None	1 minute	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office

<b>TOTAL</b>	Php 105.00 per certification	19 minutes	
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### 3. Issuance of Certificate of no Improvement

This service aims to accommodate the request of property owners to secure a Certification that will prove that the property is vacant otherwise building/improvement constructed shall be appraised and assessed for real property taxation purposes.

<b>Office / Division:</b>	OFFICE OF THE MUNICIPAL ASSESSOR			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2C - Client is the transacting public, G2B - Government to Business Entity, G2G - Client is a government employee or another government agency			
<b>Who may avail:</b>	Property Owner or authorized representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. 1 Completely filled-out Request form		Municipal Assessor's Office(to be filled out by the requesting party (property owner/authorized representative)		
2. 1 Copy of Documents for reference		Property owner's File		
<b><i>Additional requirement if transacted by Representative (1 copy each)</i></b>				
3. Photocopy of Valid ID of representative		Authorized Representative		
4. Special Power of Attorney of Authorization Letter		Property Owner		
5. 1 Photocopy of valid ID of the owner		Property Owner		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

1. Fill-out request form and submit documents for Reference	1. Receive and check completeness of filled out request form and documents for reference	None	5 minutes	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office
2. None	2. Verification of records in the database (if property is vacant)	None	2 minutes	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office
3. None	3. Issue order of payment for Certificate	Php 75.00 per property  Php 30.00 Doc Stamp Tax	1 minute	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office
4. Present Official Receipt	4. Printing/Processing and preparation of Certificate of No Improvement	None	3 minutes	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office
5. None	5. Review and Approval	None	2 minutes	<i>Municipal Assessor</i>  Mun. Assessor's Office
6. Signing in the Logbook of Request for Certified Copy of Tax Declaration	6. Client to sign in the logbook as proof of receipt, the releasing personnel records particulars of the requested property at the logbook	None	1 minute	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office

7. Receiving of certified Copy Tax Declaration	7. Release/issue Certificate of No Improvement	None	1 minute	Mun. Assessor's Office Staff
				Mun. Assessor's Office
<b>TOTAL</b>		Php 105.00 per property	15 minutes	

#### 4. Transfer of Tax Declaration to the new owner

This service aims to accommodate the request of property owners on the transfer of Tax Declaration to the new owner.

<b>Office / Division:</b>	OFFICE OF THE MUNICIPAL ASSESSOR	
<b>Classification:</b>	SIMPLE	
<b>Type of Transaction:</b>	G2C - Client is the transacting public, G2B - Government to Business Entity, G2G - Client is a government employee or another government agency	
<b>Who may avail:</b>	Real Property Owner or authorized representative	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. 1 Filled-out request form  <b>Two (2) photocopies each with Original copy for verification</b>	Municipal Assessor's Office(to be filled out by the requesting party (property owner/ authorized representative)
	2. Mode of Conveyance duly registered at the Office of the Register of Deeds, Legazpi City	Notary Public or Property owner's file
	3. Transfer Certificate of Title of New Owner	Property owner's File or Land Registration Authority, Legazpi City



4. Certificate Authorizing Registration (CAR)	Bureau of Internal Revenue (BIR), Legazpi City or Owner's file
5. Transfer Tax	Municipal Treasurer's Office or Property Owner's file
6. Updated Tax Payment or Tax Clearance	Municipal Treasurer's Office or Property Owner's file
7. DAR Clearance (if property is agricultural)	Department of Agrarian Reform (DAR), Legazpi City
<b>Additional requirement if transacted by Representative (1 copy each):</b>	
8. Photocopy of Valid ID of representative	Authorized Representative
9. Special Power of Attorney of Authorization Letter	Property Owner
10. Photocopy of valid ID of the owner	Property Owner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out request form and submit documentary Requirements to the Municipal Assessor's Office	1. Receive and check completeness of filled outrequest form and documentary requirements	None	2 minutes	<i>Mun. Assessor's Office Staff</i> Mun. Assessor's Office
2. None	2.1 Verification of records in the database	None	2 minutes	<i>Mun. Assessor's Office Staff</i> Mun. Assessor's Office
	2.2 Issue order of payment for Owner's Copy of Tax Declaration	None	1 minute	
3. Present Official Receipt	3. Printing/Processing and preparation of Transfer of Tax Declaration and	None	5 minutes	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's

	Owner's Copy			Office
4. None	4. Review and Approval	None	2 minutes	<i>Municipal Assessor</i>  Mun. Assessor's Office
5. Signing in the Logbook of Request for Transfer of Tax Declaration	5. Client to sign in the logbook as proof of receipt, the releasing personnel records particulars of the requested property at the logbook	None	1 minute	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office
6. Receiving of owner's copy of tax declaration	6. Release/issue owner's copy of tax declaration	None	1 minute	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office
<b>TOTAL</b>			14 minutes	

## 5. Subdivision / Segregation of Tax Declaration

This service aims to accommodate the request of property owners update their real property taxes by means of subdivision/segregation of real property and for other purposes it may serve:

<b>Office / Division:</b>	OFFICE OF THE MUNICIPAL ASSESSOR
<b>Classification:</b>	SIMPLE
<b>Type of Transaction:</b>	G2C - Client is the transacting public, G2B - Government to Business Entity, G2G - Client is a government employee or another government agency
<b>Who may avail:</b>	Real Property Owner or authorized representative

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 1 Filled-out request form		Municipal Assessor's Office(to be filled out by the requesting party (property owner/authorized representative)		
<b>Two (2) photocopies each with Original copy for verification</b>				
2. Transfer Certificate of Title (TCT) or Approved Lot Technical Description, in case of untitled lot		Land Registration Authority, Legazpi City or DENR for Lot Technical Description		
3. Approved Subdivision Plan		Land Registration Authority, Authority or DENR		
4. Updated Real Property Tax Payment or Tax Clearance		Municipal Treasurer's Office or Property owner's file		
<b>Additional requirement if Subdivision and Transfer of Tax Declaration (1 copy each)</b>				
5. Mode of Conveyance duly registered at the Office of the Registry of Deeds, Legazpi city		Notary Public or Property Owner's file		
6. Certificate Authorizing Registration (CAR)		Bureau of Internal Revenue, Legazpi City		
7. Transfer Tax		Municipal Treasurer's Office or Property owner's file		
8. DAR Clearance if property is agricultural		Department of Agrarian Reform, Legazpi City		
<b>Additional requirement if transacted by Representative (1 copy each)</b>				
9. Photocopy of Valid ID of representative		Authorized Representative		
10. Special Power of Attorney of Authorization Letter		Property Owner		
11. Photocopy of valid ID of the owner		Property Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Fill-out request form and submit documentary requirements at Municipal Assessor's Office	1. Receive and check completeness of filled out request form and documentary requirements	None	3 minutes	<i>Mun. Assessor's Office Staff</i> Mun. Assessor's Office
2. None	2. Verification of records in the database	None	2 minutes	<i>Mun. Assessor's Office Staff</i> Mun. Assessor's Office
3. None	3. Issue order of payment for Owner's copy of Tax declaration	None	1 minute	<i>Mun. Assessor's Office Staff</i> Mun. Assessor's Office
4. Present Official Receipt	4. Printing/Processing and preparation of Subdivision and/or Subdivision with Transfer of TD	None	10 minutes per property	<i>Mun. Assessor's Office Staff</i> Mun. Assessor's Office
5. None	5. Review and Approval	None	2 minutes	<i>Municipal Assessor</i> Mun. Assessor's Office
6. Signing in the Logbook of Request for Transfer of Tax Declaration	6. Client to sign in the logbook as proof of receipt, the releasing personnel records particulars of the requested property at the logbook	None	1 minute	<i>Mun. Assessor's Office Staff</i> Mun. Assessor's Office

7. Receiving of owner's copy of Tax Declaration	7. Release/issue owner's copy of tax declaration	None	1 minute	Mun. Assessor's Office Staff  Mun. Assessor's Office
<b>TOTAL</b>			20 minutes	

## 6. Consolidation of Tax Declaration

This service aims to accommodate the request of property owners to update their real property taxes by means of consolidation of real property and for other purposes it may serve

<b>Office / Division:</b>	OFFICE OF THE MUNICIPAL ASSESSOR
<b>Classification:</b>	SIMPLE
<b>Type of Transaction:</b>	G2C - Client is the transacting public, G2B - Government to Business Entity, G2G - Client is a government employee or another government agency
<b>Who may avail:</b>	Real Property Owner or authorized representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. 1 Filled-out request form  <b>Two (2) photocopies each with Original copy for verification</b>	Municipal Assessor's Office(to be filled out by the requesting party (property owner/authorized representative)
2. Transfer Certificate of Title (TCT) or Approved Lot Technical Description, in case of untitled lot	Land Registration Authority, Legazpi City or DENR for Lot Technical Description
3. Approved Subdivision Plan	Land Registration Authority, Authority or DENR
4. Updated Real Property Tax Payment or Tax Clearance	Municipal Treasurer's Office or Property owner's file
<b><i>Additional requirement if Subdivision and Transfer of Tax Declaration (1 copy each)</i></b>	

5. Mode of Conveyance duly registered at the Office of the Registry of Deeds, Legazpi city	Notary Public or Property Owner's file
6. Certificate Authorizing Registration (CAR)	Bureau of Internal Revenue, Legazpi City
7. Transfer Tax	Municipal Treasurer's Office or Property owner's file
8. DAR Clearance if property is agricultural	Department of Agrarian Reform, Legazpi City
<b>Additional requirement if transacted by Representative (1 copy each)</b>	
9. Photocopy of Valid ID of representative	Authorized Representative
10. Special Power of Attorney of Authorization Letter	Property Owner
11. Photocopy of valid ID of the owner	Property Owner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out request form and submit documentary requirements at Municipal Assessors Office	1. Receive and check completeness of filled out request form and documentary requirements	None	3 minutes	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office
2. None	2. Verification of records in the database	None	2 minutes	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office
3. None	3. Issue order of payment for Owner's Copy of Tax Declaration	None	1 minute	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office

4. Present Official Receipt	4. Printing/Processing and preparation of Consolidation and/or Consolidation with Transfer of TD	None	5 minutes per property	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office
5. None	5. Review and Approval	None	2 minutes	<i>Municipal Assessor</i>  Mun. Assessor's Office
6. Signing in the Logbook of Request for Consolidation of Tax Declaration	6. Client to sign in the logbook as proof of receipt, the releasing personnel records particulars of the requested property at the logbook	None	1 minute	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office
7. Receiving of owner's copy of Tax Declaration and Notice of Assessment	7. Release/issue owner's copy of tax declaration and Notice of Assessment	None	1 minute	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office
<b>TOTAL</b>		Php25 per property	15 minutes	

## 7. Annotation of Tax Declaration

This service aims to accommodate the request of property owners for annotations of tax declarations on Mortgages and Bail bond etc.

<b>Office / Division:</b>	OFFICE OF THE MUNICIPAL ASSESSOR
<b>Classification:</b>	SIMPLE

**Type of Transaction:** G2C - Client is the transacting public, G2B - Government to Business Entity, G2G - Client is a government employee or another government agency

**Who may avail:** Real Property Owner or authorized representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled-out request form	Municipal Assessor's Office (to be filled out by the requesting party (property owner/authorized representative))
2. Original documents to be annotated (tax declaration)	Municipal Assessor's Office or Property owner's file
3. 2 Photocopies of Mortgage or Bailbond Documents (with Original copy for verification)	Property Owner
4. Updated Real Property Tax Payment or Tax Clearance	Municipal Treasurer's Office or Property owner's file
<b><i>Additional requirement if transacted by Representative (1 copy each)</i></b>	
5. Photocopy of Valid ID of representative	Authorized Representative
6. Special Power of Attorney of Authorization Letter	Property Owner
7. Photocopy of valid ID of the owner	Property Owner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out request form and submit documentary requirements	1. Receive and check completeness of filled out request form and documentary requirements	None	3 minutes	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office
2. None	2. Verification of records in the database	None	2 minutes	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's



				Office
3. None	3. Issue order of payment for Certified True Copy of Tax declaration with annotation and Annotation Fee	Php105 per property Php 100/ Php100,000 (Amount of Loan)	1 minute	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office
4. Present Official Receipt	4. Printing/Processing and preparation of Annotation on Tax Declaration	None	3 minutes per property	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office
5. None	5. Review and Approval	None	2 minutes	<i>Municipal Assessor</i>  Mun. Assessor's Office
6. Signing in the Logbook of Request for Annotation of Tax Declaration	6. Client to sign in the logbook as proof of receipt, the releasing personnel records particulars of the requested property at the logbook	None	1 minute	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office
7. Receiving of owner's copy of Tax Declaration with Annotation	7. Release/issue owner's copy of tax declaration with annotation	None	1 minute	<i>Mun. Assessor's Office Staff</i>  Mun. Assessor's Office
<b>TOTAL</b>		Php105 per property	13 minutes	

<b>Annotation Fee</b>	Php100/ Php100,000 (Amount of Loan)		
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## 8. Verification of Lot Location / Boundaries

This service aims to accommodate the request of property owners to properly identify the location of property based on the tax-mapping records and Geographical Information system (Manifold) of the Office of the City Assessor and for other purposes it may serve. However, the data shall not be used as evidence for settling boundary disputes.

<b>Office / Division:</b>	OFFICE OF THE MUNICIPAL ASSESSOR
<b>Classification:</b>	SIMPLE
<b>Type of Transaction:</b>	G2C - Client is the transacting public, G2B - Government to Business Entity, G2G - Client is a government employee or another government agency
<b>Who may avail:</b>	Real Property Owner or authorized representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. 1 copy filled-out request form	Municipal Assessor's Office (to be filled out by the requesting party (property owner/ authorized representative)
2. 1 copy Letter request for verification of lot location or boundaries of real property tax declaration	Real Property Owner
3. Ocular Inspection Report	Municipal Assessor's Office
<b><i>Additional requirement if transacted by Representative (1 copy each)</i></b>	
4. Photocopy of Valid ID of representative	Authorized Representative
5. Special Power of Attorney of Authorization	Property Owner

Letter				
6. Photocopy of valid ID of the owner		Property Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out request form and submit documentary requirements at Municipal Assessor's Office	1.1 Receive and check completeness of filled out request form and documentary requirements	None	3 minutes	<i>Mun. Assessor's Office Staff</i> <i>Tax Mapping Aide</i>
	1. 2 Verification of records in the GIS and tax mapping records	None	5 minutes per property	Mun. Assessor's Office
2. The client takes picture of the tax map	2. Issue picture of taxmap (On-going continuous database build-up)	None	3 minutes per property	<i>Mun. Assessor's Office Staff</i> <i>Tax Mapping Aide</i>
				Mun. Assessor's Office
3. Signing in the Logbook of Request for Verification of Property Location and Boundaries	3. Client to sign in the logbook as proof of receipt, the releasing personnel records particulars of the requested property at the logbook	None	2 minutes	<i>Mun. Assessor's Office Staff</i>
				Mun. Assessor's Office
<b>TOTAL</b>		None	13 minutes	