

Newly Declared Property

Schedule of availability of service:

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

Who may avail the service:

- Clients with Newly Acquired Property Without Previous Tax Declaration

What are the requirements:

For Land

1. Title
2. Documents used for the issuance of title (if needed)
3. DENR Certification (untitled land)
4. Approved/Subdivision Plan (for titled land)
5. Official receipt for back taxes
6. Official receipt for Issuance Fee (+ documentary stamp fee)
7. Community Tax Certificate

Note: No. 1 to No. 6 requirements shall be submitted in two copies and in xeroxed format

For Building

1. Building Plan
2. Official receipt for Issuance Fee (+ documentary stamp fee)
3. Community Tax Certificate

Note: No. 1 to No. 2 requirements shall be submitted in two copies and in xeroxed format

Total Processing Time:

- Two (2) hours and 30 minutes

How to avail the service:

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Submit the required documents and provide the necessary information during interview	<p>Check the submitted documents and get the necessary information from the client</p> <p>Property inspection <i>Note: A site inspection may be conducted if and when the Municipal Assessor so requires.</i></p> <p>Compute the current taxes and back taxes for a maximum of 10 years</p>	<p>20 minutes</p> <p>1 hour</p> <p>6 mins</p>		<p>Eloisa Rivas Noel Villaflor Virgilio Aveno Melvin delos Santos Rodolfo Morilla, Jr.</p>
2	<p>Proceed to MTO for payment</p> <p>Go back to Municipal Assessor's Office and present the original Official Receipt together with the Community Tax Certificate</p>	<p>Prepare the Field Appraisal and Assessment Sheet (FAAS), Tax Declaration, Inspection Report and Notice of Assessment</p> <p>Sign Tax Declaration, Inspection Report and Notice of Assessment</p>	<p>1 hour</p> <p>2 minutes</p>	<p>Back taxes are computed based on the Assessed Value of the property at least for the last 10 years</p>	<p>Revenue Collection Clerk</p> <p>Eloisa Rivas Noel Villaflor Virgilio Aveno Melvin delos Santos</p> <p>Rodolfo Morilla, Jr.</p>
3	Receive duly approved Tax Declaration	Issue Tax Declaration	2 minutes		