

Reclassification of Property

Schedule of availability of service:

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

Who may avail the service:

- Clients with Property but not Properly Classified

What are the requirements:

For Land

1. Approved/Subdivision Plan
2. Official Tax Receipt for the Current Year
3. Official receipt for Issuance Fee (+ documentary stamp fee)
4. Community Tax Certificate

Note: No. 1 to No. 3 requirements shall be submitted in two copies and in xeroxed format

For Building

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

Note: No. 1 to No. 3 requirements shall be submitted in two copies and in xeroxed format

Total Processing Time:

- Two (2) hours and 9 minutes

How to avail the service:

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Provide the necessary information during the interview	Check the submitted documents and get the necessary information from the client	5 minutes		Eloisa Rivas Noel Villaflor Virgilio Aveno Melvin delos Santos Rodolfo Morilla, Jr.
2	Accompany the personnel during the inspection	Site inspection	1 hour		Rodolfo Morilla, Jr.
3	Proceed to MTO for payment			P60.00 P15.00	Revenue Collection Clerk
	Go back to Municipal Assessor's Office and present the original Official Receipt together with the Community Tax Certificate	Prepare the Field Appraisal and Assessment Sheet (FAAS), Tax Declaration, Inspection Report and Notice of Assessment Sign Tax Declaration, Inspection Report and Notice of Assessment	1 hour 2 minutes		Eloisa Rivas Noel Villaflor Virgilio Aveno Melvin delos Santos Rodolfo Morilla, Jr.
3	Receive duly approved Tax Declaration	Issue Tax Declaration	2 minutes		