

Transfer of the Declared Owner

Schedule of availability of service:

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

Who may avail the service:

- Clients with segregated portion of the property

What are the requirements:

- Title
- Supporting documents used for the segregation of land
- Approved Subdivision Plan
- Official Tax Receipt for the Current Year
- Official Receipt for Issuance Fee (+ documentary stamp)
- Community Tax Certificate (Sedula)

Note: No. 1 to No. 5 requirements shall be submitted in two copies and in xeroxed format

Total Processing Time:

- Two (2) hours and 24 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	Check the submitted documents and get the necessary information from the client Property inspection <i>Note: A site inspection may be conducted if and when the Municipal Assessor so requires.</i>	20 minutes 1 hour		Eloisa Rivas Noel Villaflor Virgilio Aveno Melvin delos Santos Rodolfo Morilla, Jr.
2	Proceed to MTO for payment 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		Revenue Collection Clerk Eloisa Rivas Noel Villaflor Virgilio Aveno Melvin delos Santos Rodolfo Morilla, Jr.
3	Receive duly approved Tax Declaration	Issue Tax Declaration	2 minutes		