



## TRANSFER OF OWNERSHIP OF TAX DECLARATION DUE TO DIFFERENT TRANSACTIONS OTHER THAN TRANSFER

<b>Office or Division:</b>	OFFICE OF THE MUNICIPAL ASSESSOR
<b>Classification:</b>	
<b>Type of Transaction:</b>	TRANSFER OF TAX DECLARATION FOR LAND ( TITLED / UNTITLED )
<b>Who may avail:</b>	Any individual may request for these service

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly Notarized Conveyance: Deed of Sale, Deed of Donation, Extra-Judicial Settlement, etc.;	Attorney's Office ( Notary Public )
Certified Electronic Copy of Title	Land Registration Authority
Certificate Authorizing Registration (CAR) / BIR Clearance	BIR Gumaca Branch RDO 61
Copy of Tax Declaration of existing Real Property subject for transfer;	Municipal Assessor's Office
Copy of Official Receipt of updated payment of Real Property Tax (Land)	Municipal Treasurer's Office
Original Copy of Certificate of Tax Clearance	Municipal Treasurer's Office
Copy of Official Receipt of the Transfer Tax	Municipal Treasurer's Office
Duly Approved Plan for Subdivision, Consolidation, Segregation	DENR / CENRO
Photocopy of Any Valid Identification Card (ID)	
Special Power of Attorney (SPA) if applicant is not the owner	Attorney's Office ( Notary Public )
Certified copy of Court Decisions, finalities, adjudication, etc. if transaction clearly express landownership/registry disputes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for Service	The personnel-in-charge informs the client for the documents required .		5minutes	Jeyen B. Escolano / Joana Marie D. Panol
Submit required documents	The personnel-in-charge receives and verify the documents given by the client		20 minutes	Jeyen B. Escolano / Joana Marie D. Panol
Preparation of Tax Declaration	a. Field Appraisal Assessment Sheet (FAAS) b. Tax Declaration c. Notice of Assessment is being prepared by the Personnel-in-charge		1 hour	Jeyen B. Escolano Admin. Aide III & Joana Marie D. Panol Assessment Clerk
Pay Appropriated Tax and Fees	Transfer Tax/Fee Payment of RPT	Transfer Tax depends on the SALE/MV/AV		Municipal Treasurer's Office

Processing of Tax Declaration	The Municipal Assessor evaluates, approves and sign tax declaration		30 minutes	Rosalinda L. Aureada Municipal Assessor
Issuance of the Tax Declaration	The new tax declaration (Owner's Copy) is issued to the clients together with the Notice of Assessment		5 minutes	Jeyen B. Escolano / Joana Marie D. Panol