



7. Payment of Real Property Tax

Taxpayers are required to pay their Real Property Tax. Penalties are imposed on delinquent taxpayers. Payments may be made annually or quarterly. A 20% discount is given to taxpayers who will pay in advance during the months of November and December and a 10% discount from January 21 to March.

Office/Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All taxpayers with Real Property in the Municipality of Tanza.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Old Receipt (1 Original or photocopy)		Taxpayer		
Copy of Tax Declaration (1Original or Photocopy)		Municipal Assessor's Office		
Copy of Title (1 Original Photocopy)		Register of Deeds		
Payment – depends on the assessed Value of the property		Taxpayer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required documents	1. Get the documents for verification, assessment and computation of tax due	None	5 Minutes	<i>Collection Staff</i> Window 1,2, 3 or 4 of Real Property Tax Section Treasury Office
2. Pay tax due and claim official receipt	2. Receive the payment and issue Official Receipt	Depends on Assessed value of property	5 Minutes	<i>Collection Staff</i> Window 1,2, 3 or 4 of Real Property Tax Section Treasury Office
TOTAL:		2% of Assessed Value	10 Minutes	

(Payment of Real Property Tax) is covered under the Revised Revenue Code of the Municipality of Tanza.