



**The services provided below are applicable for single transactions only. Multiple transactions will result in longer processing time.**

**1. Appraisal and Assessment of Newly Constructed and/or Reassessment of Renovated Buildings for Issuance of Tax Declaration**

The Assessor's Office conducts appraisal & assessment of newly constructed and/or renovated buildings to determine the value of the property subject to tax.

<b>Office or Division:</b>	Office of the Municipal Assessor
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may Avail:</b>	-The property owner himself or through a duly authorized representative -In case of the person's death, the nearest of kin.
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>Principal</b>	
Letter request (1 Original)	Property owner
Notarized Sworn Statement of the property owner (1 Original 2 Photocopy)	Office of the Assessor – Notary Public
Building Permit and/or Occupancy Permit, issued by the Building Official (copy of Bldg. Permit plans & application forms issued to owner)	Property owner's copy
Updated Realty Tax payment on land where the building is erected (1 Original)	Property owner
Deed of Sale (if the property is not yet transferred to the buyer)	Property owner
Contract of Lease	Lessee
<b>Representative</b>	
SPA or Authorization Letter (if the declarant is not the property owner) (1 Original), ID	Property owner
Notarized Sworn Statement of the property owner (1 Original 2 Photocopy)	Office of the Assessor – Notary Public
Building Permit and/or Occupancy Permit, issued by the Building Official (copy of Bldg. Permit plans & application forms issued to owner)	Property owner's copy
Deed of Sale (if the property is not yet transferred to the buyer)	Property owner
Contract of Lease	Lessee



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Sign in the client's log book in the office front desk	Assist the client in signing	none	1 minute	<i>Office Staff, Assessor's Office</i>
Submit the required documents for evaluation and Verification	Receive the required documents and check for its completeness	none	15 minutes	<i>Office Staff, Assessor's Office</i>
Get advice & schedule on the conduct of building inspection	Check log book for available schedule	none	5 minutes	<i>Office Staff, Assessor's Office</i>
Building Inspection proper	Get the measurement of the building based on plans submitted	none	30 minutes	<i>Appraiser, Assessor's Office</i>
Get advise when to claim the Tax Declaration of the building	Perform appraisal & assessment of the building & start processing the request	none	2 days	<i>Appraiser, Assessor's Office</i>
Return to the office to claim Owner's copy of tax declaration & Notice of Assessment & sign to acknowledge receipt	Issue the Tax Declaration & Notice of Assessment	none	5 minutes	<i>Office Staff Assessor's Office</i>
<b>TOTAL:</b>		<b>none</b>	<b>2 days &amp; 56 minutes</b>	