



### 5. Issuance of Temporary Assessment

The Assessor's Office issues a temporary assessment of a property as a basis for the computation of realty tax. It is a piece of paper containing information about a property (Registered Name, Tax Declaration No., Kind of Property, Lot & Block No., Area, Market Value & Assessed Value)

<b>Office or Division:</b>	Office of the Municipal Assessor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may Avail:</b>	-The property owner himself or through a duly authorized representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Filled up request form (1 Original)		Office of the Assessor		
Title or Tax Declaration or previous tax receipt, or Deed of Conveyance or Housing Loan Application (1 photocopy)		Property Owner/Seller/Pag-ibig Office/Developer		
<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 log book in the office front desk	Assist the client in signing	none	1 minutes	<i>Office Staff</i> Assessor's Office
Fill up request form with required documents for reference	Receive the filled up request form	none	5 minutes	<i>Office Staff,</i> Assessor's Office
Wait for verification of records	Check and verify records on file  Prepare temporary assessment	none	15 minutes	<i>Clerk,</i> Assessor's Office
Get the temporary assessment and proceed to Treasurer's Office	Give the temporary assessment	none	1 minutes	<i>Office Staff,</i> Assessor's Office
<b>TOTAL:</b>		<b>none</b>	<b>22 minutes</b>	