



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





ASSESSOR'S OFFICE

ADMINISTRATIVE SERVICES





12. REQUEST FOR CANCELLATION OF TAX DECLARATION DUE TO DUPLICATIONS

Office or Division:	Municipal Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Same Declared Owner 1. Request form duly signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval – copies (if signed by a representative a special power of attorney is required) 2. Ocular inspection of the property subject for cancellation 3. Tax Declaration subject for cancellation 4. Current land tax official receipt 5. Assessor's Fee 6. Verification Fee		1. Municipal Assessor's Office 2. Municipal Assessor's Staff 3. From the owner 4. Municipal Treasurer's Office 5. Municipal Treasurer's Office 6. Provincial Treasurer's Office		
Different Owners: 1. Request form duly signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval – copies (if signed by a representative a special power of attorney is required) 2. Ocular inspection of the property subject for cancellation 3. Tax Declaration subject for cancellation 4. Current land tax official receipt 5. Affidavit of Waiver 6. Assessor's Fee 7. Verification Fee		1. Municipal Assessor's Office 2. Municipal Assessor's Staff 3. From the owner 4. Municipal Treasurer's Office 5. To be prepared by a Notary Public 6. Municipal Treasurer's Office 7. Provincial Treasurer's Office		
Subdivided lot with tax declaration but the mother lot is not cancelled: 1. Request form duly signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval – copies (if signed by a representative a special power of attorney is required) 2. Ocular inspection of the property subject for cancellation 3. Tax Declaration subject for cancellation 4. Assessor's Fee 5. Verification Fee		1. Municipal Assessor's Office 2. Municipal Assessor's Staff 3. From the owner 4. Municipal Treasurer's Office 5. Provincial Treasurer's Office		

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1	Request for the cancellation of tax declarations due to duplications	Informs the client about the requirements needed		1 minutes	Assessor's Staff
2	Present all the requirements needed	Examines & verifies all the required documents. Informs the client about the lacking documents		3 minutes	Assessor's Staff
			75.00		
3	Pay the realty tax up to the current year and Assessor's fee at MTO	The staff concerned prepares the cancellation then initial it	Realty tax depends upon the amount due	5 minutes	Assessor's Staff
4	Wait	Signs the jurat portion and recommendation for approval		1 minute	Municipal Assessor
5	Wait and needs to follow-up until the cancellation be approved by the Provincial Assessor	Informs the client that the prepared cancellation be Signed by the Provincial Assessor for approval	50.00 to be paid at the Prov'l. Treasurer's Office	3 to 15 days since submission to the Prov'l. Assessor's Office	Provincial Assessor
TOTAL			125.00	10 minutes	

Note: 10 minutes serving time per client and it may be extended if two or more clients.

