



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**



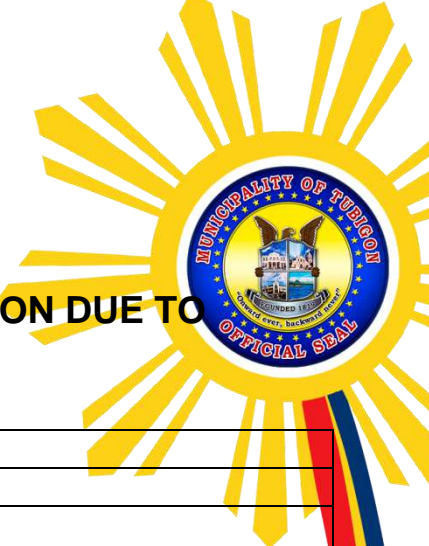


ASSESSOR'S OFFICE

ADMINISTRATIVE SERVICES



11. REQUEST FOR CANCELLATION OF TAX DECLARATION DUE TO COURT DECISION



| | |
|---|---|
| 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 | |
| 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) | 1. Municipal Assessor's Office |
| 2. Tax Declaration subject for cancellation | 2. From the owner |
| 3. Current land tax official receipt paid at the Municipal Treasurer's Office | 3. Municipal Treasurer's Office |
| 4. Writ of execution duly registered from ROD (2 copies) | 4. From the owner |
| 5. Finality of Judgment duly registered from ROD (2 copies) | 5. From the owner |
| 6. Court Decision duly registered from ROD (2 copies) | 6. From the owner |
| 7. Assessor's Fee | 7. Municipal Treasurer's Office |
| 8. Verification Fee | 8. Provincial Treasurer's Office |

| CLIENTS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|--|-----------------|--------------------|
| 1 Request for the cancellation of tax declarations due to court decision | 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 | 75.00 | 3 minutes | Assessor's Staff |
| 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 | | 1 minute | Municipal Assessor |



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|---|---|---|--|--|
| | recommendation for approval | | | |
| 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.