MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER

ASSESSOR'S OFFICE
ADMINISTRATIVE SERVICES

10. REQUEST FOR CANCELLATION OF TAX DECLARATION BECAUSE IT IS NO LONGER EXISTING AND DUE TO DESTRUCTION

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 p	3. Municipal Treasurer's Office
4. Ocular inspection of the property subject for cancellation	4. Municipal Assessor's Office Staff
5. Assessor's fee	5. Municipal Treasurer's Office
6. Verification fee	6. Provincial Treasurer's Office

	CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Request for the cancellation of tax declarations	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
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	75.00 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	Informs the client that	50.00 to be	3 to 15 days	Provincial

follow-up until the cancellation be approved by the Provincial Assessor	the prepared cancellation be Signed by the Provincial Assessor for approval	paid at the Prov'l. Treasurer's Office	since submission to the Prov'l. Assessor's Office	Assessor
	TOTAL	125.00	10 minutes	

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