

MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





ASSESSOR'S OFFICE

ADMINISTRATIVE SERVICES



4. REQUEST FOR ISSUANCE OF TAX DECLARATIONS TRANSFER OF OWNERSHIP OF UNTITLED PROPERTY

The issuance of tax declaration for transfer of ownership of untitled property is the updating of the ownership property index.

	1					
Office or Division: Municipal Assessor's Office						
Classification:	Complex					
	G2C – Government Service to transacting public					
Type of Transaction:	G2B – Government Service to business entity					
	G2C – Government Service to government					
CHECKLIST OF REQUIREMENTS		WHERE TO SECUR	KE			
A. THRU DEED OF SALE						
1. Tax clearance and/or current tax receipts (1		1. Municipal Treasurer's Office	•			
copy) 2. Deed of Sale duly registered with the Office of the Registry of Deeds (2 copies)		2. From the Owner				
3. Request form signed by the owner or his/her representative duly endorsed by the Municipal		3. Municipal Assessor's Office				
	representative a special					
4. Original owner's copy of the tax declaration		4. From the Owner				
5. Assessor's Fee		5. Municipal Treasurer's Office				
6. Verification Fee		6. Municipal Treasurer's Office				
B. THRU DEED OF DONATION						
1. Tax clearance and (1 copy)	/or current tax receipts	Municipal Treasurer's Office				
2. Deed of Donation duly registered with the		2. From the Owner				
Office of the Registry of	` . ,					
	d by the owner or his/her dorsed by the Municipal	3. Municipal Assessor's Office				
Assessor to the Pro	ovincial Assessor for					
approval if signed by a power of attorney is red	representative a special					
4. Original owner's cop	•	4. From the owner				
5. Assessor's Fee	y or the tax addition	5. Municipal Treasurer's Office				
6. Verification Fee		6. Provincial Treasurer's Office				
C. THRU DEED OF EX	CHANGE	o. i rovinciai frededici e emec				
1. Tax clearance and/or current tax receipts		1. Municipal Treasurer's Office				
1	duly registered with the	2. From the Owner				
Office of the Registry of 3. Request form signed	f Deeds (2 copies) If by the owner or his/her	3. Municipal Assessor's Office				
representative duly en	dorsed by the Municipal	•				
Assessor to the Pro						
,	representative a special		,			
power of attorney is required – 2 copies						
4. Original owner's copy of the tax declaration 4. From the owner						
subject to exchange						
5. Assessor's Fee		5. Municipal Treasurer's Office				
6. Verification Fee	CIAI CETTI FRAFAIT	6. Provincial Treasurer's Office				
D. THRU EXTRAJUDICIAL SETTLEMENT						

- 1. Tax clearance and/or current tax receipts (1 copy)
 2. Extrajudicial Settlement of Estate duly registered with the Office of the Registry of Deeds (ROD) (2 copies)
 3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor, to the Provincial Assessor, for
- Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required 2 copies 4. Original owner's copy of the tax declaration
- Assessor's FeeVerification Fee

E. THRU COURT ORDER

- 1. Tax clearance and/or current tax receipts (1 copy)
- 2. Court Decision/Order duly registered with the Office of the Registry of Deeds (2 copies)
- 3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required 2 copies
- 4. Original owner's copy of the tax declaration
- 5. Finality of Judgment duly registered in the Registry of Deeds (ROD) 2 copies
- 6. Writ of Execution duly registered in the Registry of Deeds (ROD) 2 copies
- 7. Assessor's Fee
- 8. Verification Fee

F. THRU BANK FORECLOSURE

- 1. Tax clearance and/or current tax receipts 1 copy
- 2. Deed of Foreclosure/Consolidation of Ownership duly registered with the Office of the Registry of Deeds (ROD) 2 copies
- 3. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required 2 copies
- 4. Original owner's copy of the tax declaration
- 5. Final Deed of Sale (if any) duly registered in the Registry of Deeds (ROD) 2 copies
- 6. Assessor's Fee
- 7. Verification Fee

CLIENTS

- 1. Municipal Treasurer's Office
- 2. From the owner
- 3. Municipal Assessor's Office
- 4. From the owner
- 5. Municipal Treasurer's Office
- 6. Provincial Treasurer's Office
- 1. Municipal Treasurer's Office
- 2. From the owner
- 3. Municipal Assessor's Office
- 4. From the owner
- 5. From the owner
- 6. From the owner
- 7. Municipal Treasurer's Office
- 8. Provincial Treasurer's Office
- 1. Municipal Treasurer's Office
- 2. From the banking institution
- 3. Municipal Assessor's Office
- 4. From the owner

FEES TO

- 5. From the banking institution
- 6. Municipal Treasurer's Office
- 7. Provincial Treasurer's Office

PROCESSING

TIME

Request for the Informs the client

AGENCY ACTION

1 issuance of TD for about the requirements 4 min. Assessor's Staff transfer of ownership needed





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2	Present all the requirements needed	Examines & verifies all the required documents. Informs the client about the lacking documents		10 min.	Assessor's Staff
3	Pay the assessor's fee at the Municipal Treasurer's Office	While waiting the OR, the staff starts the preparation of the transfer	75.00	5 min.	Assessor's Staff
4	Present the OR to the staff and after presenting is the waiting time	The staff prepares the TD for transfer of ownership then initials the tax declaration		20 min.	Assessor's Staff
5	Wait	Signs the jurat portion and		1 min.	Municipal Assessor
		recommendation for approval			
6	Wait and needs to follow-up until the TD be approved by the Provincial Assessor	Informs the client that the prepared tax declaration be	50.00 to be paid at the	since submission to the Prov'l. Assessor's	Provincial Assessor
		Signed by the Provincial Assessor for approval	Prov'l. Treasurer		
		TOTAL	125.00	40 minutes	

Note: 40 minutes serving time per tax declaration and it may be extended if two or more tax declarations are being prepared.