



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**





# **ASSESSOR'S OFFICE**

## ADMINISTRATIVE SERVICES





4. REQUEST FOR ISSUANCE OF TAX DECLARATIONS FOR 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.

Office or Division:	Municipal Assessor's Office
Classification:	Complex
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
<b>A. THRU DEED OF SALE</b> 1. Tax clearance and/or current tax receipts (1 copy) 2. Deed of Sale 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. Assessor's Fee 6. Verification Fee	1. Municipal Treasurer's Office 2. From the Owner 3. Municipal Assessor's Office 4. From the Owner 5. Municipal Treasurer's Office 6. Municipal Treasurer's Office
<b>B. THRU DEED OF DONATION</b> 1. Tax clearance and/or current tax receipts (1 copy) 2. Deed of Donation 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. Assessor's Fee 6. Verification Fee	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
<b>C. THRU DEED OF EXCHANGE</b> 1. Tax clearance and/or current tax receipts (1 copy) 2. Deed of Exchange 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 subject to exchange 5. Assessor's Fee 6. Verification Fee	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
<b>D. THRU EXTRAJUDICIAL SETTLEMENT</b>	



1	Request for the issuance of TD for transfer of ownership	Informs the client about the requirements needed	4 min.	Assessor's Staff
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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 recommendation for approval		1 min.	Municipal Assessor
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 Signed by the Provincial Assessor for approval	50.00 to be paid at the Prov'l. Treasurer	3 to 15 days since submission to the Prov'l. Assessor's Office	Provincial Assessor
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.

