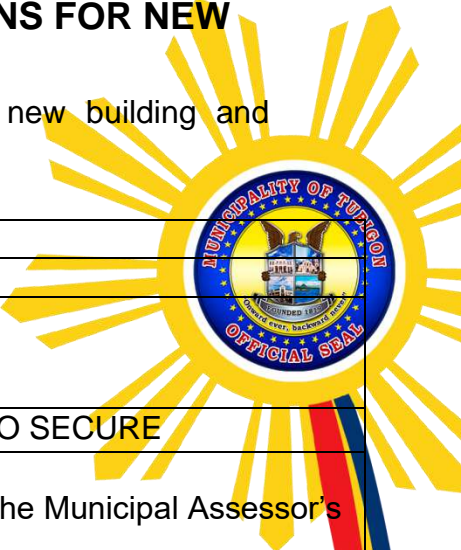# MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER

ASSESSOR'S OFFICE

ADMINISTRATIVE SERVICES

3. REQUEST FOR ISSUANCE OF TAX DECLARATIONS FOR NEW BUILDING AND MACHINERY

The objective for the issuance of tax declaration for the new building and machinery is to generate more revenues.

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
For new building: 1. Actual measurement of the building or blue print copy of the building plan **For machinery:** 2. Proof of Purchase with Official receipts or sworn statement of the owner as to prices, year acquired, installed and operated. **Note**: All the documents submitted must be in two (2) copies	1. Actual Inspection by the Municipal Assessor's Staff 2. From the Supplier or Owner

	CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Request for the issuance of new tax declaration	Informs the client about the requirements needed		3 minutes	Assessor's Staff
2	Present all the requirements needed	Examines & verifies all the required documents. Informs the client about the lacking documents		10 minutes	Assessor's Staff
3	Wait	The staff concerned prepares the new tax declaration then initial it		20 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 TD be approved by the Provincial Assessor	Informs the client that the prepared tax declaration be Signed by the Provincial Assessor		3 to 15 days since submission to the Prov'l. Assessor's Office	Provincial Assessor

		for approval			
6	Receives the newly declared tax declaration	Once approved, inform the client to pay the realty tax on the succeeding year of the issuance of TD at MTO	Realty tax depends on the assessment	1 min.	Treasurer's Staff
		TOTAL	None	35 minutes	

Note: 35 minutes serving time per client and it may be extended if two or more clients.