**REPUBLIC OF THE PHILIPPINES**

**PROVINCE OF RIZAL**

**MUNICIPALITY OF RODRIGUEZ**

**OFFICE OF THE MUNICIPAL ASSESSOR**

**ASSESSMENT OPERATION EVALUATION UNIT**

**NAME OF DECLARED OWNER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LOCATION OF PROPERTY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ARP NO./T.D. NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REQUEST FOR**

\_\_\_\_\_ New Declared Property/ies (Land/Bldg./Machinery) \_\_\_\_\_ Re-assessment

\_\_\_\_\_ Transfer of Ownership \_\_\_\_\_ Correction/Adjustment of Area

\_\_\_\_\_ Subdivision/Consolidation \_\_\_\_\_ Others

\_\_\_\_\_ Reclassification (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED**

\_\_\_\_\_ Electronic Copy of Title

\_\_\_\_\_ Deed of Sale/Donation/Extra Judicial Settlement/Other Mode of Conveyance

\_\_\_\_\_ BIR Certificate Authorizing Registration

\_\_\_\_\_ Payment of Transfer Tax

\_\_\_\_\_ Updated payment of Real Property/Tax Clearance

\_\_\_\_\_ Subdivision Plan/Consolidation Plan/Approved Plan

\_\_\_\_\_ Affidavit of Ownership/Consolidation/Adjoining Owners/Publication

\_\_\_\_\_ DENR Certification (Alienable & Disposable)

\_\_\_\_\_ Barangay Certification

\_\_\_\_\_ Sworn Statement of Owner/Authorized Representative

\_\_\_\_\_ Special Power of Attorney/Authorization Letter

\_\_\_\_\_ Secretary’s Certificate, RE, Authorized Representative

\_\_\_\_\_ Xerox copy of ID

\_\_\_\_\_ Building Permit

\_\_\_\_\_ Certificate of Occupancy

\_\_\_\_\_ Certificate of Completion

\_\_\_\_\_ Other documents that may deemed necessary

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PAYMENTS**

\_\_\_\_\_ Late Filing of Sworn Statement (Php 100.00)

**PAYOR : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date **: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Amount Paid : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OR No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requested By** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name & Signature)

Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REMARKS**

For inspection on : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Recorded by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Follow up on : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/Time :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamped by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/time : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/Time : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Processed by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Encoded by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Time : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/Time : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checked by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Released by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Time : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/Time : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Time : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMPORTANT: Processing of transaction commences only upon submission of *COMPLETE DOCUMENTS*.**