



PROVINCIAL ASSESSOR'S OFFICE
Checklist for Annotations and Issuance of Certifications

Routing Slip No.		Date:	Time:
TYPES OF TRANSACTION			
	Annotation of Encumbrances		
	Cancellation of Annotation		
	Cancellation of Tax Declaration/Demolished Building		
	Certification of Landholdings		
	Certification of No Property		
	Certified Photocopy of Tax Declaration & Other Documents		
	Certification of Disposal of Records		
MANDATORY REQUIREMENTS			
	Letter Request		
	Real Property Tax Receipt (if applicable)		
	Official Receipt for payment of Verification/Certification/Annotation/Cancellation Fee		
	Special Power of Attorney/Letter of Authority if Client is not the Owner (if applicable)		
ADDITIONAL REQUIREMENTS			
Annotation of Encumbrances			
	Photocopy of Tax Declaration		
	Real Estate Mortgage/Surety Bond/Adverse Claim/Lis Pendens and Other Encumbrances		
Cancellation of Annotation			
	Photocopy of Tax Declaration		
	Cancellation of Mortgage/Court Order to Release Bailbond with Certificate of Finality and Other Encumbrances		
Cancellation of Tax Declaration/Demolished Building			
	Photocopy of Tax Declaration		
	Endorsement of the Municipal Assessor as per ocular inspection		
Certificate of Landholdings/No Property			
	Certification of Landholdings/No Property issued by the Municipal Assessor		
	Duly notarized Affidavit of No Properties in other Municipalities except Vigan City and Candon City (if applicable)		
OTHER REQUIREMENTS			