



PROVINCIAL ASSESSOR'S OFFICE
Checklist for Newly Declared Real Property

Routing Slip No.	Date:	Time:
TYPES OF TRANSACTION		
	Declaration of New Building	
	Declaration of New Machinery	
	Declaration of New Untitled Land	
	Declaration of New Titled Land	
MANDATORY REQUIREMENTS		
	Letter Request	
	Official Receipt RPT (if applicable)	
	Tax Declaration duly recommended by the Mun. Assessor (3 copies)	
	FAAS prepared and recommended by the Mun. Assessor (2 copies)	
	Sworn Statement of the Owner/Assessor's Findings (Sec. 204 LGC)	
	Special Power of Attorney/Letter of Authority if Client is not the Owner (if applicable)	
	Endorsement Letter from Municipal Assessor (if applicable)	
	Notice of Assessment (3 copies)	
ADDITIONAL REQUIREMENTS		
Declaration of New Building		
	Tax Declaration of the Lot reclassified based on actual use with the corresponding declaration of the Building	
	Tax Declaration of the land	
Declaration of New Untitled Land		
	Official Receipt - Processing Fee	
	Affidavit of Ownership (2 Copies)	
	Affidavit of Adjoining Owners (2 Copies)	
	Affidavit of No Improvement (if applicable)	
	Certification from the Barangay Captain (2 Copies)	
	Certification from CENRO that the land is alienable and disposable	
	Certification from CENRO that the land is not covered by any public land application	
	V-37 (technical description and sketch checked and filed in the DENR)	
	Certification from the Municipal Mayor and Assessor that their office conducted ocular inspection on the declared land	
	Certification from Dept. of Tourism and DPWH (if applicable)	
Declaration of Newly Titled Land		
	Official Receipt - Processing Fee	
	Copy of Title Authenticated by the Municipal Assessor (2 Copies)	
	Affidavit of No Improvement (if applicable)	
OTHER REQUIREMENTS		