



PROVINCIAL ASSESSOR'S OFFICE
Checklist for Assessment Transactions

Routing Slip No.		Date:	Time:
TYPES OF TRANSACTION			
	Reclassification of Property		
	Revision Based on Title (Old or New)		
	Revision on Account of Correction of Error/Inadvertently Omitted/Tie-up		
	Revision Based on Subdivision/Consolidation		
	Transfer		
	Reassessment		
MANDATORY REQUIREMENTS			
	Letter Request		
	Official Receipt RPT		
	Official Receipt for payment of Verification/Certification/Transfer Fee		
	Copy of Previous Tax Declaration		
	Tax Declaration duly recommended by the Mun. Assessor (3 copies)		
	FAAS prepared and recommended by the Mun. Assessor (2 copies)		
	Endorsement Letter from Municipal Assessor		
	Special Power of Attorney/Letter of Authority if Client is not the Owner (if applicable)		
	Notice of Assessment (2 copies)		
ADDITIONAL REQUIREMENTS			
Reclassification of Property			
	Ocular Inspection Fee Receipt (if ocular inspection was conducted)		
Revision Based on Title (Old or New)			
	Original Copy of Title Authenticated by the Municipal Assessor (2 Copies)		
	Affidavit of Conformity of the Declared Owner in the Tax Declaration		
Revision Based on Subdivision/Consolidation			
	Copy of Approved Plan (blueprint) or Sketch Plan as per Tax Declaration (2 copies)		
Transfer			
	Deed of Conveyance - 2 Photocopy (every page duly authenticated by the Mun. Assessor)		
	Title - 2 Photocopy (if Titled Property, every page duly authenticated by the Mun. Assessor)		
	Certificate Authorizing Registration from the BIR (certified by Mun. Assessor)		
	Copy of Approved Plan/Sketch Plan (if subdivided/consolidated) certified by Mun. Assessor		
OTHER REQUIREMENTS			