Date:

No. \_\_\_\_\_\_\_\_\_\_\_\_\_

The Municipal Assessor

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

(Name of Client)

The transaction for property covering TD No. has been initially reviewed by the Office and found the following:

|  |  |  |
| --- | --- | --- |
|  | Defect | Requirement |
|  | Lack of Signature |  |
|  | Insufficient Documents |  |
|  |  |
|  |  |
|  | Incorrect Data/Entry |  |
|  | Others |  |
|  |  |
|  |  |

For your information and appropriate action.

**LAOO/Officer-in-Charge**

ACTION TAKEN:

|  |  |
| --- | --- |
| CORRECTIVE ACTION | DOCUMENTS SUBMITTED |
|  |  |
|  |  |
|  |  |
|  |  |

Date: **Name and Signature of Assessor/**

**Authorized Representative/Client**

**Date Received/Officer-in-Charge:**