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|  | | | | | | | | |
| 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** | | | | | | | |
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| **Process** | | **Action Taken/Remarks** | | **Person/s In Charge** | **Date** | | **Time** |
| Receiving/ Assessment | |  | |  |  | |  |
| Verification | |  | |  |  | |  |
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| Review | |  | |  |  | |  |
| Approval | |  | |  |  | |  |
| Release | |  | |  |  | |  |