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