



DECLARATION OF REAL PROPERTY FOR TAXATION PURPOSES

STEP BY STEP PROCEDURE	OFFICER/EMPLOYEE RESPONSIBLE	MAXIMUM TIME TO CONCLUDE PROCESS	CLIENT/S	REQUIREMENTS	AMOUNT OF FEES	ALLOWABLE EXTENSION PERIOD (due to unusual circumstances)
1. Owner's request to conduct inspection	• Carmencita Leano	5 mins.	Owner of Real Property or Authorized Representative	<ol style="list-style-type: none"> 1. Written request with complete details of location of the subject property 2. Approved Building Permit 3. Approved Building Plan 4. Occupancy Permit 5. Sworn statement declaring the fair value of the property (in the absence of item 2 and 4) 		
2. Field inspection / ocular inspection	<ul style="list-style-type: none"> • Danilo Sengco / Richard Soriano • Herminia Cunanan / Rico Gatdula • Jonathan Santiago / Mezer Santos • Arsito Dionisio / Romy Pascual • Fernando Pascual / Exodus Matias • Edmundo Cruz / Zernan Lazaro 	2 days				
3. Appraisal and assessment of Real Property	<ul style="list-style-type: none"> • Danilo Sengco / Richard Soriano • Herminia Cunanan / Rico Gatdula • Jonathan Santiago / Mezer Santos • Arsito Dionisio / Romy Pascual • Fernando Pascual 	45 mins.				
4. Approval of Real Property Tax Declaration	• Engr. Evangeline Arenga (City Assessor)	15 mins.				
5. Encoding on PATAS and releasing of owner's copy	<ul style="list-style-type: none"> • Wendy Angeles – Encoding • Teresa Tan – Releasing of Tax Declaration 	15 mins.				