



## PAYMENT OF REAL PROPERTY TAX

STEP BY STEP PROCEDURE	OFFICER/EMPLOYEE RESPONSIBLE	MAXIMUM TIME TO CONCLUDE PROCESS	CLIENT/S	REQUIREMENTS	AMOUNT OF TAX	ALLOWABLE EXTENSION PERIOD (due to unusual circumstances)
1. Secure Real Property Tax Order of Payment from the City Assessor's Office (4 <sup>th</sup> Floor)	<ul style="list-style-type: none"> <li>• Wendylyn Angeles</li> <li>• Edna Hernandez</li> <li>• Teresa Tan</li> <li>• Susana Rodillas</li> <li>• Elisa Vicente</li> </ul>	5 mins.	Real Property Owners / Authorized Representatives	<ol style="list-style-type: none"> <li>1. Real Property Tax Order of Payment</li> <li>2. Latest Official Receipt</li> <li>3. Tax Declaration Forms (for new undeclared, cancelled and re-classified real properties)</li> </ol>	<ol style="list-style-type: none"> <li>1. 2% of Assessed Value                             <ul style="list-style-type: none"> <li>• Residential Lot and Improvements (House)</li> </ul> </li> <li>2. 2 ½ % of Assessed Value                             <ul style="list-style-type: none"> <li>• Commercial</li> <li>• Industrial                                     <ul style="list-style-type: none"> <li>- Lot/Improvement Machineries</li> </ul> </li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• 3 hours in case property was not encoded in the database</li> <li>• 1 day evaluation if there is a discrepancy in Tax Declaration</li> <li>• 1 hour or less, in case property is delinquent, re-classified, deficient, etc.</li> </ul>
2. Assessment of Real Property Tax (City Treasury – 3 <sup>rd</sup> Floor)	<ul style="list-style-type: none"> <li>• Rommel Sioson</li> <li>• Aurea Ocampo</li> </ul>	5 mins.				
3. Verification of Payments (City Treasury)	<ul style="list-style-type: none"> <li>• Aurea Ocampo</li> <li>• Philip Salvador</li> <li>• German Ramirez</li> </ul>	5 mins.				
4. Payment of necessary amount (City Treasury)	<ul style="list-style-type: none"> <li>• Edna Cruz</li> <li>• Annaliza Lopez</li> <li>• Ciriaca Hizon</li> <li>• Aljean Nuas</li> </ul>	5 mins. (per transaction)				