



TAX DECLARATION OF REAL PROPERTY BY TRANSFER OF OWNERSHIP

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. Secure O.R. for Transfer of Ownership (processing fee) and Tax Clearance	CITY TREASURER • Rosalinda Labarda (Window 7)	5 mins.	Real Property Owners / Authorized Representatives	<ul style="list-style-type: none"> • Official Receipt of Processing Fee • Deed of Sale or Deed of Donation or Extra Judicial Settlement and Owner's Tax Declaration 1. Two photocopies of Transfer Certificate of Title 2. Notarized Deed of Sale or Deed of Donation or Extrajudicial settlement or other type of deed 3. Certificate Authorizing Registration • Capital Gains and documentary stamps for Deed of Sale • Donor's Tax • Estate Tax 4. Transfer Tax O.R. (Photocopy) 5. Photocopy of latest RPT payment or Tax Clearance 6. Approved plan (location, subdivision, consolidation plan) 7. Photocopy of existing tax declaration 8. Community Tax Certificate 9. O.R. of processing fee 	P100.00 per Tax Declaration	
2. Submit requirements for pre-evaluation	• Manolita Tiangco	15 mins.				
3. Inspection, verification and evaluation	• 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				
4. Appraisal and assessment of Real Property	• Danilo Sengco / Richard Soriano • Herminia Cunanan / Rico Gatdula • Jonathan Santiago / Mezer Santos • Arsito Dionisio / Romy Pascual • Fernando Pascual	45 mins.				
5. Approval of Tax Declaration	• Engr. Evangeline Arenga (City Assessor)	15 mins.				
6. Encoding on PATAS and releasing of owner's copy	• Wendy Angeles - Encoding • Teresa Tan - Releasing of Tax Declaration	15 mins. 5 mins.				