

## CITY ASSESSMENT DEPARTMENT

### SECURING ASSESSMENT OF UNDECLARED REAL PROPERTIES

THIS SERVICE enables clients to identify the real property, ownership, and location in the tax map at the City Assessment Department.

<b>Office or Division:</b>	City Assessment Department			
<b>Classification:</b>	Simple Transaction, Complex Transaction			
<b>Type of Transaction:</b>	G2G – Government to Government, G2B – Government to Business, G2C – Government to Citizens			
<b>Who may Avail:</b>	Real Property Owners of San Juan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Lot Plan		Provided by the applicant		
Sworn Statement		Provided by the applicant		
Certified True Copy of TITLE Acknowledgment receipt from Registry of Deeds (if processed beyond 60 days)		Registry of Deeds		
Authorization to Inspect and Appraise Form		City Assessment Department		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client inquires about how to secure the assessment of undeclared real properties.	1.1 Answers inquiries of Real Property Owners.  2.2 Relaying required documents for completion.		20 minutes	Anthony Britt Marian Olavidez Ned Muñoz Rommel Aguilar Rosario Malonzo
2. Submission of completed documents by the Real Property Owners.	Checking of the submitted documents if it is completed.  Setting of expectations for the process and its turnaround time (TAT)  *. If the floor plan is not presented, a sworn statement and ocular		20 minutes	Anthony Britt Marian Olavidez Ned Muñoz Rommel Aguilar Rosario Malonzo

	inspection will be the basis of appraisal.			
3. Client waits for the evaluation of the documents submitted.	<p>Checking of the floor plan as the basis of issuing FAAS (Field Appraisal and Assessment Sheet) and Tax Declaration.</p> <p>Scheduling of ocular inspection.</p>		<p>1 day</p> <p>3 to 5 days</p>	<p>Anthony Britt Marian Olavidez Ned Muñoz Rommel Aguilar Rosario Malonzo</p>
4. Attend the ocular inspection of the subject property. (If needed).	4. Ocular inspection of the subject property includes taking pictures of the infrastructure/s and measuring the floor area of subject improvement/s.		2 hours per improvement	<p>Anthony Britt Ned Muñoz Marian Olavidez Ernesto Coral Rommel Aguilar Stephen Alcala Fortunato Hugo Ryan Urbiztondo Alexis Calalo</p>
	<p>Appraise the subject property and Issue FAAS based on the floor plan provided.</p> <p>Validation and computation of data gathered from the ocular inspection. (If an ocular inspection was conducted)</p>		<p>hour for one family dwelling</p> <p>2 weeks for townhouses</p> <p>month for condominium *Depends on the number of RPUs</p>	<p>Anthony Britt Marian Olavidez Ned Muñoz</p> <p>Anthony J.Britt</p>
	<p>Submission of FAAS to the City Assessor for approval.</p> <p>Validation of the City Assessor of documents with FAAS for approval.</p>		15 minutes per tax declaration	<p>Anthony Britt Marian Olavidez Ned Muñoz Rommel Aguilar Rosario Malonzo</p> <p>Anthony J.Britt</p>

	Encoding of information from FAAS to RPTAS for the Tax Declaration.  Printing out of Notice of Assessment.		10 minutes per tax declaration	Anthony Britt Marian Olavidez Rommel Aguilar Rosario Malonzo Alexis Calalo
	Submission of hard copy of tax declaration for approval of City Assessor.  Signs hard copy of the Tax Declaration will be filed for record keeping.		10 minutes per tax declaration  10 minutes per tax declaration	Anthony Britt Marian Olavidez Rommel Aguilar Rosario Malonzo Alexis Calalo  Anthony Britt
	9. Sending Notice of Assessment via registered mail thru Philippine Post.  (Notice of Assessment can also be served personally by the Authorized City Assessment Department personnel).		10 minutes	Anthony Britt Marian Olavidez Rommel Aguilar Rosario Malonzo Alexis Calalo Benito Averion Marisa Cruz

### END OF TRANSACTION

#### Transaction Time:

**For One Family Dwelling: 6 days, 4 hours and 35 minutes For Townhouses: 16 days,**

**3 hours and 35 minutes**

**For Condominiums: 28 days, 3 hours and 35 minutes**

**\*Depends on the quantity of the RPUs.**