

CITY ASSESSMENT DEPARTMENT

SECURING ASSESSMENT OF UNDECLARED REAL PROPERTIES (BUILDING/MACHINERY)

NEW TAX DECLARATION (TD) has to be released for newly constructed building and newly installed machinery. The City Assessor's Office conducts field inspections to assess the value of the real property. The new TD serves as the city government's permanent record on the real property unit. It is also used for real property tax purposes.

Office or Division:	City Assessment Department			
Classification:	Simple, Complex, Highly Technical			
Type of Transaction:	G2G – Government to Government, G2B – Government to Business, G2C – Government to Citizens			
Who may Avail:	Real Property Owners of San Juan City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Building Permit		Office of the Building Official		
Occupancy Permit		Office of the Building Official		
Realty Tax Receipt		Provided by the applicant / Treasury Department		
Floor Plan		Provided by the applicant		
Sworn Statement		Provided by the applicant		
Proof of Billing		Provided by the applicant		
Picture of Property		Provided by the applicant		
Authorization to Inspect and Appraise Form		City Assessment Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>LAOO conducts regular inspections by the City Assessment Department. Discovers undeclared property.</p> <p>1.2 Ocular inspection will be done to classify infrastructure/s. (Classification will be based on the actual use of the property).</p>		1 day	<p>Anthony Britt</p> <p>Marian Olavidez</p> <p>Ned Muñoz</p> <p>Rommel Aguilar</p> <p>Ryan Urbiztondo</p> <p>Fortunato Hugo</p> <p>Alexis Calalo</p> <p>Stephen Alcala</p> <p>Ernesto Coral</p> <p>Christopher Ofrecio</p>

	<p>2. Sending Notice of Declaration which includes the complete list of requirements via registered mail.</p> <p>(Notice of declaration can also be served personally by authorized personnel of the City Assessment Department).</p>		1 hour per notice to be delivered	<p>Anthony Britt Marian Olavidez Ned Muñoz Rommel Aguilar Ryan Urbiztondo Fortunato Hugo Alexis Calalo Stephen Alcala Ernesto Coral Christopher Ofrecio Benito Averion Marisa Cruz</p>
3. Submission of completed documents by the Real Property Owners	<p>Checks completeness of the submitted document.</p> <p>Setting of expectations for the process and its turnaround time (TAT).</p> <p>* If the floor plan is not presented, a sworn statement and ocular inspection will be the basis of appraisal.</p>		20 minutes	<p>Anthony Britt Ned Muñoz Marian Olavidez Rommel Aguilar Rosario Malonzo</p>
	4.1 Checks floor plan as the basis of preparing FAAS (Field Appraisal and Assessment Sheet) and Tax Declaration.		<p>1 day</p> <p>3 to 5 days</p>	<p>Anthony Britt Marian Olavidez Ned Muñoz Marian Olavidez Rommel Aguilar Rosario Malonzo</p>

	4.2 Schedule of ocular inspection if the floor plan is not submitted.			
	5. Conducts ocular inspection upon schedule.		2 hours per improvement	Anthony Britt Ned Muñoz Marian Olavidez Ernesto Coral Stephen Alcala Fortunato Hugo Ryan Urbiztondo Alexis Calalo
	Appraise the subject property and Issue FAAS based on the floor plan provided. Validation and computation of data gathered from the ocular inspection. (If an ocular inspection was conducted).		hour for one family dwelling 2 weeks for townhouses month for condominium *Depends on the number of RPUs	Anthony Britt Marian Olavidez Ned Muñoz Anthony Britt
	Submission of FAAS to the City Assessor for approval. Validation of the City Assessor of documents with FAAS for approval.		15 minutes per tax declaration	Anthony Britt Marian Olavidez Ned Muñoz Rommel Aguilar Rosario Malonzo
	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

	<p>Submission of hard copy of tax declaration for approval of City Assessor.</p> <p>Signs hard copy of the Tax Declaration will be filed for record keeping.</p>		<p>10 minutes per tax declaration</p> <p>10 minutes per tax declaration</p>	<p>Anthony Britt Marian Olavidez Rommel Aguilar Rosario Malonzo Alexis Calalo</p> <p>Anthony Britt</p>
	<p>10. Sending Notice of Assessment via registered mail thru Philippine Post</p> <p>(Notice of Assessment can also be served personally by the authorized personnel of the City Assessment Department).</p>		10 minutes	<p>Anthony Britt Marian Olavidez Rommel Aguilar Rosario Malonzo Alexis Calalo Benito Averion Marisa Cruz</p>

END OF TRANSACTION

Transaction Time: For One Family Dwelling: 7 days, 5 hours and 15 minutes For

Townhouses : 17 days, 4 hours and 15 minutes

For Condominiums : 29 days, 4 hours and 15 minutes

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