

### 3. SECURING TRANSFER OF TAX DECLARATION, SEGRAGATION, CONSOLIDATION AND ISSUANCE OF CERTIFICATE OF NO IMPROVEMENT

CLIENTS who would like to transfer, adjust or correct assessment on their real property request service. The City Assessor's assessment records are used by the Land Tax Division of the City Treasurer's Office in computing the annual tax to be paid by the owners of the land and buildings.

<b>Office or Division:</b>	Assessor's Office			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to citizen			
<b>Who may avail:</b>	Real Property Owners of San Juan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certified True Copy of TITLE Acknowledgement receipt from Registry of Deeds (if processed beyond 60 days)		Registry of Deeds		
Deed of Sale or any document of transfer		Registry of Deeds		
Realty Tax Receipt & Tax Clearance (Present Year)		Treasury Department		
Transfer Tax Receipt (Certified True Copy)		Treasury Department		
Certified Authorizing Registration (CAR)		BIR (Bureau of Internal Revenue) / Registry of Deeds		
ID of Owner and Representative				
Subdivision Plan (if segregated)		Property owner or representative		
Authorization Letter or SPA		Property owner		
Picture of Property		Property owner or representative		
Sketch Map of Property		Property owner or representative		
<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 how to go about the transfer of Tax Declaration/ Segregation/Consolidation.	1.1 Answers inquiries of Real Property Owners  1.2 Setting of expectation for the process  1.3 Provide list of documents for submission		15 minutes	Marian Olavidez Rommel Aguilar Rosario Malonzo
2. Submission of completed documents by the Real Property Owners	2.1 Checks and receives completed documents  2.2 Gives information about turn-around time of the process  2.3 Issue order of payment		15 minutes	Marian Olavidez Rommel Aguilar Rosario Malonzo Stephen Alcala Ryan Urbiztondo

3.1 Property owner pays for processing fee at the treasury department.	3.1 Treasury Dept. receives payment and issues receipt.	PHP 500	5 minutes	Treasury Department
3.2 Filing beyond 60 days upon the release of title from registry of deeds are subject for penalty under section 2A.10 of San Juan City revenue code payable at the treasury dept.	3.2 Treasury Dept. receives payment and issues receipt	PHP 2,500.00 - 5,000.00	5 minutes	Treasury Department
4.1 Submission of floor plan if there is renovation.	4.1 Checks floor plan as the basis of issuing FAAS (Field Appraisal and Assessment Sheet) and Tax Declaration  4.2 Schedule of ocular inspection for updating records		1 Hour	Marian Olavidez Ned Muñoz
5. Attend ocular inspection	5. Conduct ocular inspection (includes taking of pictures of the infrastructure/s and measures of floor area of subject improvement/s)		One day upon schedule per transaction	Ned Muñoz Ernesto Coral Rommel Aguilar Anthony Britt
	6.1 Prepare FAAS based on the floor plan provided  6.2 Validate and compute appraised value of subject property based on data gathered from the ocular inspection. (if site visit was conducted)	No fees required	One hour for one family dwelling.  Two weeks for townhouses  One month for condominiums	Marian Olavidez Rommel Aguilar Rosario Malonzo  Marian Olavidez Ned Muñoz
	7.1 Submits FAAS to the City Assessor for approval.  7.2 Validation of the City Assessor of	No fees required	15 minutes per transaction	Marian Olavidez Rommel Aguilar Rosario Malonzo Leonilo C. Magno

	documents with FAAS for approval			
	8. Encoding of information from FAAS to RPTAS for the Tax Declaration	No fees required	10 minutes per tax declaration	Marian Olavidez Rommel Aguilar Rosario Malonzo
	9.1. Submission of hard copy of tax declaration for approval of City Assessor  9.2 Signs hard copy of Tax Declaration to be filed on records section.	No fees required	10 minutes per tax declaration  10 minutes per tax declaration	Marian Olavidez Rommel Aguilar Rosario Malonzo  Leonilo C. Magno
	10. Printing out of Notice of Assessment and sending via registered mail thru Philippine Post	No fees required	10 minutes	Fortunato Hugo Ernesto Coral Benito Avarion Stephen Alcala Ryan Urbiztondo Norraine Bernal

**END OF TRANSACTION; Transaction Time: 1 day, 3 hours, 35 minutes**