

2. ISSUANCE OF REAL PROPERTY TAX CLEARANCE

Real Property owners may need Certificate of Real Property Tax payment for various purposes.

Office or Division:	City Treasury Department – Real Property Division			
Classification:	Simple Transaction			
Type of Transaction:	Government to citizen			
Who may avail:	Real Property Owners of San Juan City or their Authorized Representatives			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a.) For Transfer Tax and Bank Loan purposes: 1. Authorization from owner of the Property 2. Photocopy of Owner's ID 3. Photocopy of Authorized Person's ID 4. Photocopy of Latest Official Receipt		City Treasury Department – Real Property Division		
b.) For Record and Business purposes: 1. Photocopy of Authorized Person's ID 2. Photocopy of Latest Official Receipt				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.) Submit all requirements to assigned personnel for examination of documents and issuance of Order of Payment.	CTD Personnel-in-Charge verifies submitted documents.	None	3 ½ minutes	CTD Personnel-in-Charge
	CTD Personnel-in-Charge issues Order of Payment	None	1 ½ minutes	CTD Personnel-in-Charge
2.) Secure transaction ticket and wait for queue number to be called.	Guard-on-duty issues Transaction Ticket.	None	30 seconds	Guard-on-Duty
3.) Proceed to designated window flashed on the screen and present order of payment.	Collecting Officer verifies presented documents.	None	1 ½ minutes	Collecting Officer
4.) Pay the amount due for the issuance of Tax Clearance Certificate to the collecting officer and accept Official Receipt.	Collecting Officer receives payment.	Certification Fee	2 ½ minutes	Collecting Officer
	Collecting Officer issues Official Receipt.	None	1 minute	Collecting Officer
5.) Show the Official Receipt to the Personnel-in-Charge and claim	Personnel-in-Charge verifies Official Receipt	None	10 seconds	CTD Personnel-in-Charge

Tax Clearance Certificate.	Personnel-in-Charge prepares Certificate and have it signed by the Division Chief	None	9 minutes	CTD Personnel-in-Charge / Division Chief
	Personnel-in-Charge issues Tax Clearance Certificate	None	30 seconds	CTD Personnel-in-Charge
-End of Transaction-				