

# CITY TREASURY DEPARTMENT

## ISSUANCE OF REAL PROPERTY TAX CLEARANCE

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

<b>Office or Division:</b>	City Treasury Department – Real Property Division			
<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 or their Authorized Representatives			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1) Photocopy of the following: a.) Declared Owner's ID b.) Latest Official Receipt c.) Authorized Person's ID 2) Authorization from the declared owner of the property		City Treasury Department – Real Property Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.) Submit all requirements to assigned personnel for examination of documents and wait for the issuance of the Order of Payment.	Verifies submitted documents, and prepares Tax Clearance Certificate, then issues Order of Payment	None	7 minutes	Verifier  Pearly Mae Cajayon  Manuel Maglaqui
2.) Secure the transaction ticket and wait for the queue number to be called.	Issues Transaction Ticket.	None	1 minute	Guard-on-Duty

3.) Proceed to the designated window flashed on the screen and present the order of payment. Pay the amount due, and accepts the Official Receipt	Verifies Order of Payment, receives payment, and issues Official Receipt	P100.00 /copy	10 minutes	Collecting Officer  Fees/ Charges: Rose Marilyn Lazaro  Hermel Philip Nuñez
4.) Show the Official Receipt and claim the Tax Clearance Certificate.	Verifies the Official Receipt and issues Tax Clearance Certificate	None	1 minute	Verifier  Pearly Mae Cajayon  Manuel Maglaqui
<p align="center">-End of Transaction- Transaction Time: 19 minutes</p>				