

CHECKLIST OF REQUIREMENTS

FOR TRANSFER OF OWNERSHIP OF REAL PROPERTY

- Current tax payment (RPT)
- Title
- Deed of Conveyances (e.g. Deed of Sale, Deed of Donation, Extra Judicial Partitions, etc.)
- CAR registration/BIR documents (as per BLGF MC No. 18-2004)
- Transfer tax, transfer fee and issuance fee (to be paid to the City Treasurer's Office)
- Authorization Letter or Special Power of Attorney (if the bearer of the documents is not the property owner)

FOR SEGREGATION OR CONSOLIDATION OF REAL PROPERTY

- Current tax payment (RPT)
- Approved Subdivision Plan
- Segregation/Consolidation Agreement
- Titles
- Issuance fees, transfer fees (if with transferred portions) to be paid at the City Treasurer's Office

FOR CORRECTION / INCLUSION OF DATA

- Current tax payment (RPT)
- Title
- Issuance fee (to be paid to the City Treasurer's Office)

FOR RECLASSIFICATION OF LAND

- Sangguniang Panglunsod Resolution/DAR Notice of Conversion
- Ocular inspection (to be conducted by this office)
- Current tax payment (RPT)
- Title
- Issuance fee (to be paid to the City Treasurer's Office)

Note: If there is an existing residential house, building and other improvements, the ff. are to be presented to this office:

- Letter request addressed to the City Assessor

- Current tax payment (RPT)
- Title
- Issuance fee (to be paid to the City Treasurer's Office)

FOR DECLARED NEW (TITLED LAND)

- Original/Certified true copy of title
- Approved survey plan
- Ocular inspection (to be conducted by this office)
- Issuance fee (to be paid to the City Treasurer's Office)

FOR DECLARATION OF UNTITLED PROPERTY

- A survey plan prepared by a duly licensed Geodetic Engineer duly approved by the Land Management Bureau (LMB) of the DENR
- Certification from Community and Natural Resources Office (CENRO), stating among others, that the land is within the alienable and disposable area
- Affidavit of Ownership/ Sworn Statement declaring the Market Value of Real Property. Affidavit that the applicant is in long, continuous and notorious possession of the property
- Certification from the Barangay Captain that the declarant is the present possessor and occupant of the land and the certification of the adjoining owners duly sworn to by the Barangay Captain and/or the city mayor
- Ocular inspection/investigation (to be conducted by this office)
- Issuance fee (to be paid to the City Treasurer's Office)

FOR DECLARED NEW (BUILDING)

- Building permit/Certificate of Occupancy
- Accomplished Affidavit of Ownership or Sworn Statement of the Market Value of the property, in the absence of a Building permit or Certificate of Occupancy
- Ocular inspection (to be conducted by this office)
- Tax declaration of land where the building is located
- Issuance fee (to be paid to the City Treasurer's Office)

FOR DECLARATION OF MACHINERY

- Sworn statement from the owner declaring the actual cost of the machinery
- Ocular inspection (to be conducted by this Office)
- Other documents pertaining to the acquisition of machinery
- Issuance fee (to be paid to the City Treasurer's Office)

FOR ISSUANCE OF VICINITY MAP/LOCATION MAP

- Property owner should be the requesting party, if not, an authorization letter from the property owner is required
- Title/Approved Survey Plan (for verification purposes)
- Certification fee (to be paid to the City Treasurer's Office)
Amount varies to the ff.
 - a. 8.5" x 11"
 - b. 16.54" x 11.69"
 - c. 23.39" x 16.54"
 - d. 33.11 x 23.39"

FOR ISSUANCE OF CERTIFIED COPY OF TAX DECLARATION, AGGREGATE LANDHOLDINGS, NO REAL PROPERTY AND NO IMPROVEMENT

- Authorization letter if the requesting party is not the owner
- Certification fee (to be paid to the City Treasurer's Office)
- In case of No Improvement, a Certification from the Barangay Chairman is required