

Transfer of Ownership

Office or Division:	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen / G2G – Government to Government			
Who may avail:	Property Owner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Photo/electronic copy of title-2 copies		To be provided by the client		
Deed of Conveyance (sale, Inheritance, Donation, etc.)- Original and 1 photocopy		To be provided by the client		
Updated payment of Real Property Tax – 2 photocopy		Office of the Municipal Treasury		
Clearance regarding payments of capital Gain Tax – 2 photocopy		Bureau of Internal revenue		
Transfer Tax receipt -2 photocopy		Provincial Treasury Office		
Copy of approved subdivision plan (segregation, consolidation) – 2 photocopy		Geodetic Engineer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client will register at the office log book and fill out the request form	1. Give the log book and request form to client	None	2 Minutes	<i>Administrative Aide I</i> Office of the Municipal Assessor
2. Submit required documents and wait for the request to be evaluated	2. Receive the required documents and check for completeness	None	10 Minutes	<i>Municipal Assessor Assessment Clerk I</i> Office of the Municipal Assessor
	2.1 The Municipal Assessor evaluates the documents submitted	None	10 Minutes	
3. Approval of Field Appraisal and Assessment Sheet and tax Declaration by the Provincial Office	3. Preparation of Field Appraisal and Assessment Sheet and tax Declaration	None	12 Minutes	
	3.1 The Municipal Assessor's personnel process and transacts for approval at the Provincial Assessor's Office		2 Days	
4. Receive documents requested	4. Issuance of Owner's copy of approved Tax Declaration	None	1 Minute	<i>Municipal Assessor Administrative Aide I</i> Office of the Municipal Assessor <i>Aide I</i>
TOTAL:		None	2 Days and 35 Minutes	