

Collection of Real Property Taxes

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Real Property Tax Owners of Reina Mercedes, Isabela			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Latest Tax Declaration (in case of revisions, re: transfer of property ownership/subdivision/re-classification) and every after conduct of General Revision.		Office of the Municipal Assessor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Municipal Treasury Office staff for the computation of Real Property Tax	1. Compute Real Property Tax	None	10 Minutes	Revenue Collection Clerk - I Administrative Aide / Municipal Treasury Office
2. Pay the amount computed	2. Receive payment and issue official receipt	One percent (1%) of the Assessed Value for Basic Tax and another One percent (1%) for the Special Education Fund	5 Minutes	Revenue Collection Clerk - I Administrative Aide / Municipal Treasury Office
TOTAL			15 Minutes	