

Appraisal and Assessment of Real Property (ARP) for New Buildings and Machineries

This service is a process for the issuance of new Tax Declarations for undeclared buildings and machineries. These new Tax Declarations serve as permanent record for the Office of the Provincial Assessor and Municipal Assessor and would be used as basis for real property tax purposes.

Office or Division:	Office of the Municipal Assessor			
Classification:	Highly Technical			
Type of Transaction:	G2C-Government to Client			
Who may avail:	Declarant/s or owner of building, authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) copy Blueprint of the Approved Building Plan		1. client		
2. One (1) copy Building Permit or Occupancy Permit		2. client		
3. One (1) copy Sworn Statement of the declarant (if building permit is not available)		3. client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Office.	1. Request client to register on Logbook	None	2 min	<i>Assessment Clerk II Assessor's Office</i>

<p>2. Request for assessment</p>	<p>2. Schedule ocular inspection of the building for the identification of its actual use and assessment of additional improvements if any</p>		<p>5 days (NOTE: Schedule would depend on the available time of personnel as the Office is only manned by the Mun. Assessor & one staff)</p>	<p><i>Assessment Clerk II/ Mun. Assessor</i> <i>Assessor's Office</i></p>
<p>3. Pay the required fees at the Treasury Office by showing the Order of Payment</p>	<p>3. Receive payment and issue official receipt</p>	<p>Inspection Fee - P200.00 Processing Fee- P100.00</p>	<p>5 min</p>	<p><i>Rev. Collection Clerk/ Mun. Treasurer</i> <i>Treasury Office</i></p>
<p>4. Return to the Assessor's Office and present proof of payment</p>	<p>4. Check the Official Receipt 4.1. Advise the client that after field assessment, the FAAS prepared in the Municipal Assessor's Office together with the</p>		<p>5 days</p>	<p><i>(Assessment Clerk II) / Municipal Assessor</i> <i>Assessor's Office</i></p>

	<p>supporting documents will be endorsed to the Provincial Assessor at San Fernando City for approval, after which, owner will be notified after the approval of the Tax Declaration.</p> <p>4.2. Prepare FAAS and endorsement</p> <p>4.3. Evaluate, review, and sign FAAS and endorsement</p>			<p><i>(Assessment Clerk II)</i></p> <p><i>Mun. Assessor</i></p> <p><i>Assessor's Office</i></p>
5. Wait for the approved Tax Declaration from the Provincial Assessor's Office.	5. Transmit documents to the Provincial Assessor's Office, SFC for approval of Provincial Assessor.	none	1 day	<i>Mun. Assessor</i> <i>Assessor's Office</i>
	TOTAL	P300.00	11 days, 7 min	

Note: Time of Approval of Tax Declaration is not included in our Citizen's Charter.