

Appraisal and Assessment of Real Property (Titled or Untitled) for Transfer

This service is for the change of ownership from the previous to the new owner as per deed of transfer executed and as per subdivision or consolidation plan submitted.

Office or Division:	Assessor's Office	
Classification:	Complex	
Type of Transaction:	G2C-Government to Client	
Who may avail:	Owner, buyer, authorized representative	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Request letter of owner or transferee to process new Tax Declaration (addressed to the Provincial Assessor thru the Municipal Assessor) 2. Two (2) copies of Deed of Transfer/Conveyance duly registered at ROD (Sale, Donation, Extra Judicial Settlement, etc.) 3. One (1) copy of ELECTRONIC BLUE COPY OF TITLE & 1 photocopy (for titled lots) 4. Two (2) copies BIR Certificate Authorizing Registration 5. Two (2) copies blueprint of plan (for subdivision/consolidation) 6. Certified copy of Tax Declaration 	<ol style="list-style-type: none"> 1. Owner/Buyer/Authorized Representative 2. (LRA) Registry of Deeds, La Union 3. (LRA) Registry of Deeds, La Union 4. Bureau of Internal Revenue, San Fernando City 	

<p>7. Certificate of Non-Tax delinquency (Tax Clearance)</p> <p>8. Transfer Tax Receipt</p> <p>Others:</p> <p>1. Special Power of Attorney with photocopy of ID of principal and grantee</p> <p>2. Affidavit of Publication (for Extra-Judicial Settlement)</p>		<p>5. Dept. of Environment & Natural Resources, SFC</p> <p>6. Office of the Provincial Assessor, SFC</p> <p>7. Office of the Municipal Treasurer</p> <p>8. Office of the Provincial Assessor, SFC</p> <p>1. Person being represented</p>		
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCES SING 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</i> <i>Assessor's Office</i>
2. Submit required documents for the initial assessment and verification.	2. Receive, review and verify the submitted documents. 2.1. Issue the Order of Payment if the required documents are complete	None	10 Minutes	<i>(Assessment Clerk II) / Municipal Assessor</i> <i>Assessor's Office</i>

<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>Processing Fee- P100.00 per Assessment of Real Property (ARP)</p>	<p>5 minutes</p>	<p><i>Rev. Collection Clerk/ Mun. Treasurer</i></p> <p><i>Treasury Office</i></p>
<p>4. Return to the Assessor's Office and present proof of payment</p>	<p>4. Verify the Official Receipt</p> <p>4.1. Advise the client that FAAS prepared in the Municipal Assessor's Office together with the 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</p>		<p>5 days</p>	<p><i>(Assessment Clerk II) / Municipal Assessor</i></p> <p><i>Assessor's Office</i></p>

	sign FAAS and endorsement			<i>Mun. Assessor Assessor's Office</i>
5. Wait for the approved Tax Declaration from the Provincial Assessor's Office.	5. Transmit prepared documents to the Provincial Assessor's Office, SFC for approval of Provincial Assessor.		1 day	<i>Municipal Assessor Assessor's Office</i>
	TOTAL	P100.00	6 days, 17 min	

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