

Appraisal and Assessment of Real Property for Revision, Correction of entries and Re-assessment of Property Valuation

This service is a process to revise, correct erroneous entries in the Tax Declaration per affidavit/letter request of declarant.

Office or Division:	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	G2C-Government to Client			
Who may avail:	ex. Owner, authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Affidavit of owner/representative requesting for the revision of Tax Declaration. 2. One (1) copy ELECTRONIC BLUE COPY OF TITLE & one (1) photocopy <i>(for titled lots)</i> 3. Certified copy of Tax Declaration 4. Certificate of Non-Tax delinquency (Tax Clearance) 		<ol style="list-style-type: none"> 1. Owner/authorized representative 2. (LRA) Registry of Deeds, La Union 3. Office of the Municipal Assessor 4. Office of the Municipal Treasurer 		
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 minutes	<i>Assessment Clerk II Assessor's Office</i>

				<i>Assessor's Office</i>
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.		1 day	<i>Municipal Assessor</i> <i>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.*