

Verification of Property Location

Client may request for verification of real property location in the Tax Map.

Office or Division:	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	ex. Owner, buyer, authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Request Slip 2. Current Certificate of Real Property Tax Payment (Tax Clearance) 3. SPA with photocopy of ID of principal and grantee 		<ol style="list-style-type: none"> 1. Office of the Municipal Assessor 2. Office of the Municipal Assessor 3. Person being represented 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Office. Fill out the Request Slip.	1. Give the Log Book and Request Slip to the Client	None	2 minutes	<i>Assessment Clerk II/Mun. Assessor Assessor's Office</i>
2. Present the Tax Clearance and request slip to staff.	2. Receive the request slip for verification of requested property in the Tax Map.	None	5 min	<i>Assessment Clerk II/Mun. Assessor Assessor's Office</i>

	2.1 Issue the Order of Payment			
3. Pay the required fees at the Treasury Office by showing the Order of Payment	3. Receive payment based on the Order of Payment 3.1 Issue Official Receipt	P50.00/Property Verification	5 min	<i>Rev. Collection Clerk/ Mun. Treasurer</i> <i>Treasury Office</i>
4. Return to the Municipal Assessor's Office for the verification of property.	4. Check Official Receipt. 4.1 Verify property location in the Tax Map.	None	20 min	<i>Assessment Clerk II/ Mun. Assessor</i> <i>Assessor's Office</i>
	TOTAL	P50.00	32 min	