

# MUNICIPAL ASSESSOR'S OFFICE

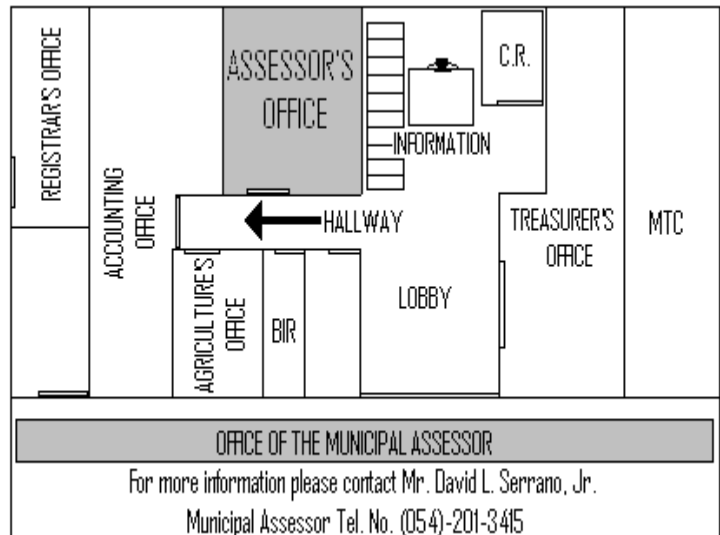
## Request for a simple Transfer of Ownership

### • ABOUT THE SERVICE

Simple transfer of ownership refers to the change ownership of any real property within the municipality.

### • REQUIREMENT(S)

- Deed of sale (notarized)
- Certificate of Tax Payments (MTO)
- BIR Clearance
- Transfer tax receipt (PTO)
- DAR Clearance (Agricultural lands)
- Authorization if the person requesting is not the owner of the real property.



Note: Attach original documents and provide two (2) extra or photocopies of each document.

### • FEE(S)

- Transfer fee - P. 35.00

### • HOW TO AVAIL OF THE SERVICE

FOLLOW THIS STEPS		I WILL TAKE YOU	PLEASE APPROACH
CLIENT	PROVIDER		
Presents documents.	Reviews/verifies documents presented.	10 minutes	Emerenciana B. Janaban David L. Serrano, Jr.
Pays the necessary fees & all required documents for submission.	Issues official receipt.	3 minutes	Treasurer's Office
Present the official receipt.	Prepares/encodes printed-out document requested & recording.	60 minutes	Fundador N. Chavez Jay-Ar L. Lerum
	Check/reviews the documents for recommendation.	15 minutes	Emerenciana B. Janaban
	Recommends to the Municipal Assessor and affix signature prepare notice of assessment	15 minutes	Emerenciana B. Janaban
	Municipal Assessor approves and signs the notice.	5 minutes	David L. Serrano, Jr.

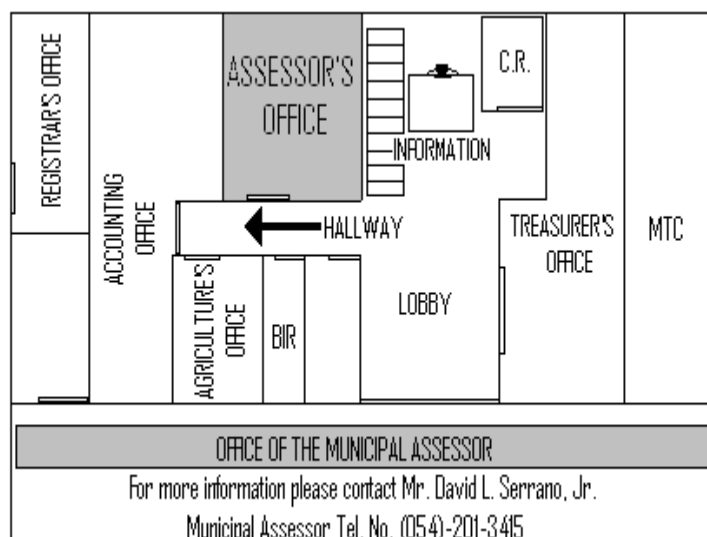
## MUNICIPAL ASSESSOR'S OFFICE

### Request for the history/verification of Real property tax assessment, tax declaration.

This **ABOUT THE SERVICE** helps clients to identify real property, its ownership and location in the tax map at the Municipal Assessor's Office.

#### • REQUIREMENT(S)

- Authorization if the person requesting is not the owner of the real property.
- Research Fee Receipt.



#### • FEE(S)

- Research fee – P. 35.00 per RPU/Document

#### • HOW TO AVAIL OF THE SERVICE

FOLLOW THIS STEPS		I WILL TAKE YOU	PLEASE APPROACH
CLIENT	PROVIDER		
Client makes a request.	Researches/ Verifies from office files or search from the database/RPTA Records.	60 minutes or more, depending on the nature of request.	Emerenciana B. Janaban Rico J. Mercado Fundador N. Chavez Jay-Ar L. Lerum
Pays the necessary fees.	Issues official receipt.	3 minutes	Municipal Treasurer's Office
Present official receipt.	Check/Reviews the documents.	10 minutes	Emerenciana B. Janaban David L. Serrano, Jr.
	Approves the Document.	1 minutes	David L. Serrano, Jr.

## MUNICIPAL ASSESSOR'S OFFICE

## Request for the ocular inspection for reassessment; new tax declaration; Reclassification.

### • ABOUT THE SERVICE

Clients who would like to adjust or correct assessments on their real property avails this service.

The Municipal Assessor's assessment records are used by the Land Tax Division of the Municipal Treasurer's Office in computing the annual tax to be paid by owners of the land and building.

### • REQUIREMENT(S)

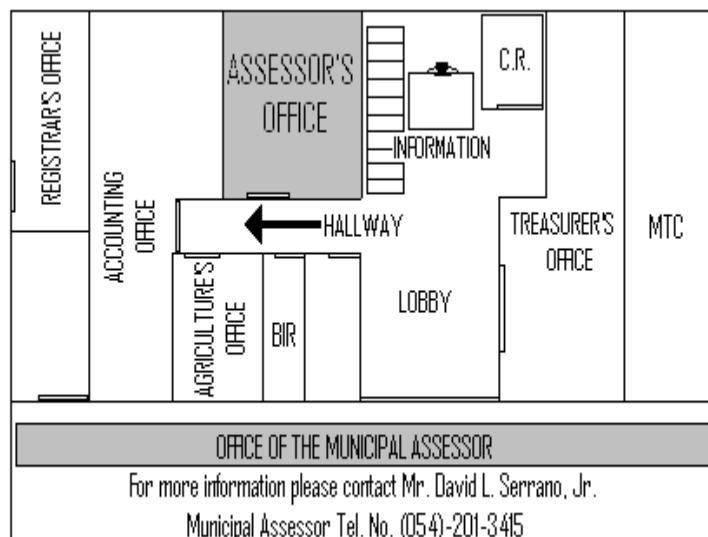
- Written request for ocular inspection address to the Municipal Assessor
- Inspection fee official receipt
- Approved Notice of inspection

### • FEE(S)

- Inspection fee - P. 120.00

### • HOW TO AVAIL OF THE SERVICE

FOLLOW THIS STEPS		I WILL TAKE YOU	PLEASE APPROACH
CLIENT	PROVIDER		
Prepare written request.	Accepts/received request.	2 minutes	(Assessor's Office personnel)
Pays the necessary fees.	Issues official receipt.	3 minutes	Municipal Treasurer's Office
	Conducts ocular inspection	1-3 days (depending on the Location)	David L. Serrano, Jr. Emerenciana B. Janaban Fundador N. Chavez Jay-Ar L. Lerum
	Prepares the documents & endorses to the Municipal Assessor.	5 minutes	-do-
	Municipal Assessor approves the revised and/or updated tax declaration.	2 minutes	David L. Serrano, Jr.



## Securing Certification of Non-Improvement (subject for Ocular Inspection)

### • ABOUT THE SERVICE

Certification of Non-Improvement requested from the Municipal Assessor's Office of Sta. Elena.

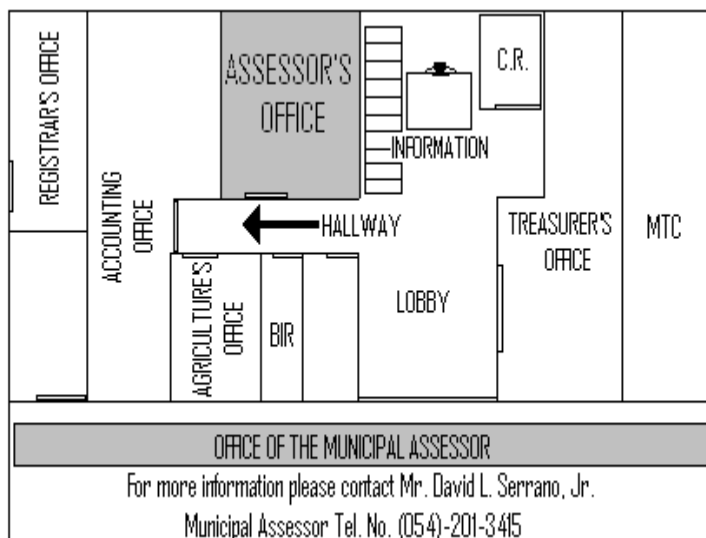
### • REQUIREMENT(S)

- Written request
- Cert. Fee Receipt
- Authorization if the person requesting is not the owner of the real property.

### • FEE(S)

- Research fee - P 35.00 per RPU
- Certification fee - P 30.00
- Inspection fee - P120.00

### • HOW TO AVAIL OF THE SERVICE



FOLLOW THIS STEPS		I WILL TAKE YOU	PLEASE APPROACH
CLIENT	PROVIDER		
Prepare written request.	Accepts written request.	2 minutes	(Assessor's Office Personnel)
Pays the necessary fees and presents O.R.	Researches/Verifies from office files or search from the database/ORF/RPTA records.	15 minutes	Emerenciana B. Janaban Fundador N. Chavez Jay-Ar L. Lerum Rico J. Mercado
	Issues official receipt	3 minutes	Municipal Treasurer's Office
	Conducts ocular inspection	1-3 days	David I. Serrano, Jr. Emerenciana B. Janaban Fundador N. Chavez Jay-Ar L. Lerum
	Prepares/types/prints-out document requested and recording.	20 minutes	Emerenciana B. Janaban Fundador N. Chavez Jay-Ar L. Lerum
	Check/Reviews the printed document with office files.	5 minutes	Emerenciana B. Janaban David I. Serrano, Jr.
	Signs/approves the documents.	3 minutes	David I. Serrano, Jr.
Accepts the documents.	Releases the true copy.	2 minutes	Emerenciana B. Janaban Fundador N. Chavez

**MUNICIPAL ASSESSOR'S OFFICE**

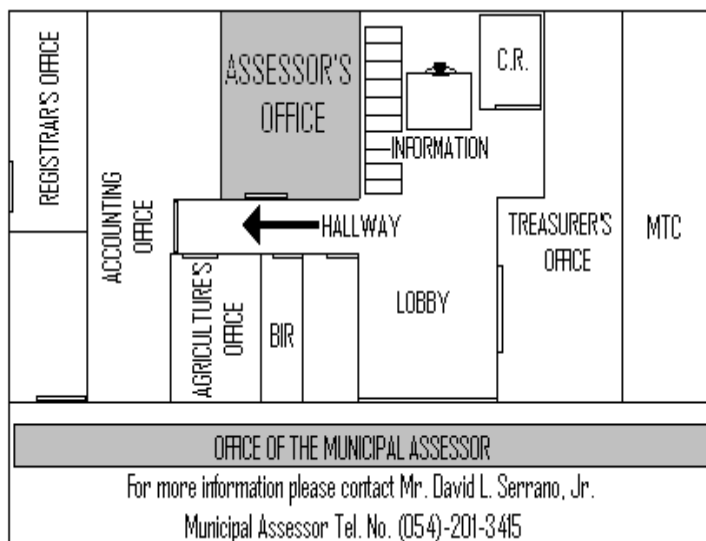
## Securing Certification of Property Holdings

### • ABOUT THE SERVICE

Certification of real property holdings within the municipality may be requested from the Municipal Assessor's Office of Sta. Elena

### • REQUIREMENT(S)

- Cert. Fee Receipt.
- Authorization if the person requesting is not the owner of the real property.



### • FEE(S)

- Research fee - P35.00 per document
- Certification fee - P30.00
- Documentary stamp- P15.00

### • HOW TO AVAIL OF THE SERVICE

FOLLOW THIS STEPS		I WILL TAKE YOU	PLEASE APPROACH
CLIENT	PROVIDER		
Fills-up requestion slip.	Accepts filled-up request form.	2 minutes	(Assessor's Office Personnel)
	Indorses the client to the researcher.		
Pays the necessary fees.	Issues official receipt.	3 minutes	(Municipal Treasurer's Office)
	Researches/verifies from office files or search from the database/ORF/RPTA records.	30 minutes or depending on the nature of request	Emerenciana B. Janaban Fundador N. Chavez Jay-Ar L. Lerum
Presents the official receipt.	Prepares/Types /Printed-out document requested & recording.	10 minutes	Fundador N. Chavez Jay-Ar L. Lerum
	Check/Reviews the printed document with office files	10 minutes	Emerenciana B. Janaban Fundador N. Chavez Jay-Ar L. Lerum
	Signs/Approves the documents.	5 minutes	David L. Serrano, Jr.

**MUNICIPAL ASSESSOR'S OFFICE**

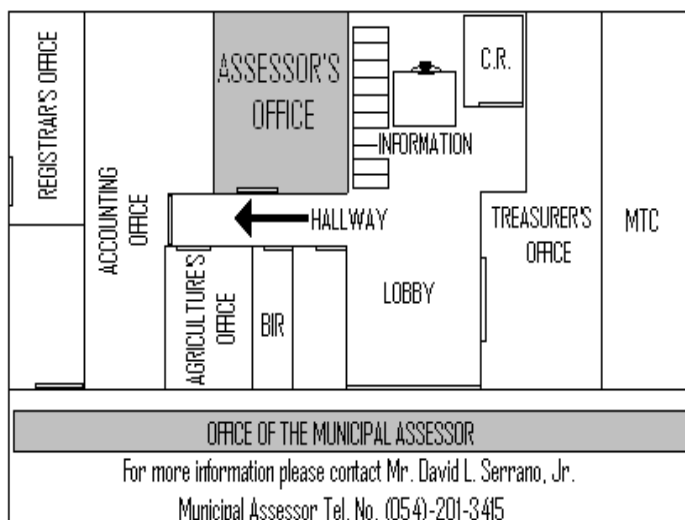
## Securing certified copy of

### Tax Declaration or ARP

#### • ABOUT THE SERVICE

The tax declaration (TD/ARP) serves as the municipal permanent record for every real property unit (Land, Building, Plants, Machinery and other improvements declared within the territorial jurisdiction of the municipality.

A Certified True Copy may be issued by the Municipal Assessor's Office of Sta. Elena upon request of the interested party.



#### • REQUIREMENT(S)

- Requisition Slip
- Certification Fee receipt

#### • FEE(S)

- Research fee - P35.00/Document
- Certified true/machine copy - P26.00
- Documentary stamp - P15.00

#### • HOW TO AVAIL OF THE SERVICE

FOLLOW THIS STEPS		I WILL TAKE YOU	PLEASE APPROACH
CLIENT	PROVIDER		
Fills-up Requisition slip	Indorses the client to the researcher.		David I. Serrano, Jr. Emerenciana B. Janaban
	Researches/verifies from office files or searched from the database/RPTA records.	5 minutes or more depending on the nature of request	Emerenciana B. Janaban Fundador N. Chavez Jay-Ar L. Lerum
Pays the necessary fees	Issues official receipt.	3 minutes	Municipal Treasurer's Office
Presents the Official Receipt.	Prepares/types/print-out document requested & recordings.	5 minutes	Emerenciana B. Janaban Fundador N. Chavez Jay-Ar L. Lerum
	Checks/reviews the printed document with office files	3 minutes	Emerenciana B. Janaban David I. Serrano, Jr.
	Signs/Approves the document/s.	2 minutes	David I. Serrano, Jr. Emerenciana B. Janaban
Accepts the documents.	Releases the copy	2 minutes	