

**Frontline Service #1:
TRANSFER OF OWNERSHIP**

About the Service

The Municipal Assessor's Office determine the transfer of property from one owner to another on the basis of require documents. Any person/ individual/ firm/ corporation that is a property owner and intends to transfer real property ownership shall notify the Municipal Assessor's Office from the date of such transfer

Requirement

1. Photocopy of Instrument/Deeds of Conveyance
2. Tax receipt/Clearance for the current year
3. Photocopy of title (if any)
4. Photocopy of transfer tax receipt/certification
5. Photocopy of BIR Certification (Certificate Authorizing Registration)
6. PARO/DAR Clearance (if agricultural)
7. Secretary's Certificate, SEC Registration and By-laws of Incorporation (if Corporation)

Fee

½ of 1% of Market Value or Selling Price whichever is higher

Availability of the Service

Day	Time
Monday – Friday (except holidays)	8:00 am – 12:00 nn 1:00 pm – 5:00 pm

How to Avail of the Service

Steps	Duration (under normal circumstances)	Employee-In-Charge (EIC)
1. Receive, review and evaluate requirements	2 minutes	Edna G. Acosta (Assessment Clerk III)
2. Approve documents	2 minutes	Sylvia DG. Magno (Municipal Assessor)
3. Prepare appraisal and assessment sheet	5 minutes	Sylvia DG. Magno (Municipal Assessor)
4. Encode Tax Declaration and record data in the logbook	2 minutes	Edna G. Acosta (Assessment Clerk III)
5. Review and affix initials	1 minute	Sylvia DG. Magno (Municipal Assessor)
6. Advise the client to come back after 6 days for the release of the	1 minute	Sylvia DG. Magno (Municipal Assessor)

	approved owner's copy of the document		
7.	Submit Tax Declaration to Provincial Assessor for approval and receive the owner's copy	1 day	Sylvia DG. Magno (Municipal Assessor)
8.	Release of the approved owner's copy	5 minutes	Sylvia DG. Magno (Municipal Assessor)/ Edna G. Acosta (Assessment Clerk III)

Flowchart

