

1. Appraisal and Assessment of Newly Constructed and/or Reassessment of Renovated Buildings for Issuance of Tax Declaration

The Assessor's Office conducts appraisal & assessment of newly constructed and/or renovated buildings to determine the value of the property subject to tax.

Office or Division:	Office of the Municipal Assessor	
Classification:	Complex	
Type of Transaction:	G2C-Government to Citizen	
Who may Avail:	-The property owner himself or through a duly authorized representative -In case of the person's death, the nearest of kin.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Principal		
Letter request (1 Original)	Property owner	
Notarized Sworn Statement of the property owner (1 Original 2 Photocopy)	Office of the Assessor – Notary Public	
Building Permit and/or Occupancy Permit, issued by the Building Official (copy of Bldg. Permit plans & application forms issued to owner)	Property owner's copy	
Updated Realty Tax payment on land where the building is erected (1 Original)	Property owner	
Representative		
SPA or Authorization Letter (if the declarant is not the property owner) (1 Original), ID	Property owner	
Notarized Sworn Statement of the property owner (1 Original 2 Photocopy)	Office of the Assessor – Notary Public	
Building Permit and/or Occupancy Permit, issued by the Building Official (copy of Bldg. Permit plans & application forms issued to owner)	Property owner's copy	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log book in the office front desk	Assist the client in signing	none	3 minutes	Office Staff, Assessor's Office
2. Submit the required documents for evaluation and verification	Receive the required documents and check for completeness	none	15 minutes	Office Staff, Assessor's Office
3. Get advice & schedule on the conduct of building inspection	Check log book for available schedule	none	5 minutes	Office Staff, Assessor's Office
4. Building Inspection proper	Get the measurement of the building based on plans submitted	none	30 minutes	Appraiser, Assessor's Office
5. Get advise & schedule when to claim the Tax Declaration of the building	Perform appraisal & assessment of the building & start processing the request	none	2 days	Appraiser, Assessor's Office
6. Return to the office to claim Owner's copy of tax declaration & Notice of Assessment & sign to acknowledge receipt	Issue the Tax Declaration & Notice of Assessment	none	5 minutes	Office Staff Assessor's Office
TOTAL:		none	2 days & 58 minutes	