

2.2 Issuance of Certification of No Improvement

The Assessor's Office issues Certification of No Improvement on the land without introducing any existing structure. This certification is one of the vital requirements by the BIR to determine the fee for the computation of capital gain tax, estate tax or any other applicable tax.

Office or Division:	Office of the Municipal Assessor	
Classification:	Complex	
Type of Transaction:	G2C-Government to Citizen	
Who may Avail:	<ul style="list-style-type: none"> -The property owner himself or through a duly authorized representative -The Buyer or the Seller of the property -In case of the person's death, the nearest of kin. 	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
*For Certification of No Improvement, Ocular Inspection will be conducted, as scheduled		
Principal		
Letter request (1 Original)	Property owner	
Notarized Deed of Conveyance (1 photocopy)	Property owner/Buyer/Seller	
Survey plan or vicinity map or subdivision/ partition plan (whichever is applicable for reference purpose to easily locate the property due to the absence of Tax Mapping)	Surveyor/Property owner	
Transfer Certificate of Title (1 photocopy)	Property owner	
Representative		
SPA or Authorization Letter, ID	Property owner	
Letter request (1 Original)	Property owner	
Notarized Deed of Conveyance (1 photocopy)	Property owner/Buyer/Seller	
Survey plan or vicinity map or subdivision/ partition plan (whichever is applicable for reference purpose to easily locate the property due to the absence of Tax Mapping)	Surveyor/Property owner	

Transfer Certificate of Title (1 photocopy)		Property owner`		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client 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	10 minutes	Clerk, Assessor's Office
3. Get advice & schedule for ocular site inspection	Check log book for available schedule	none	5 minutes	Clerk, Assessor's Office
4. Site Inspection proper	4.Site Inspection 4.1 If found without improvement, proceed to Step 5 4.2 If found with improvement, see Service #1 (Appraisal & assessment of Building)	none	30 minutes	Inspector & Mun. Assessor Assessor's Office
5. Get Order of Payment	Issue Order of Payment if found with no improvement; start processing the request	none	15 minutes	Office Staff Assessor's Office
6. Pay the required fee at the Treasurer's Office by presenting	Accept the payment based on the Order of Payment	P50.00 Certification Fee + P30.00 Documentary Stamp per document	5 minutes	Cashier Treasurer's Office

the Order of Payment				
7. Return to the office and present Official Receipt	Accept Official Receipt and attach to the document requested	none	5 minutes	Office Staff Assessor's Office
8. Claim the Certification of No Improvement & sign logbook to acknowledge receipt	Issue the Certification of No Improvement to the client & give the logbook	none	5 minutes	Office Staff Assessor's Office
TOTAL:		P80.00 per document	1 hour & 18 minutes	