



OFFICE OF THE CITY ASSESSOR

ISSUANCE OF PROPERTY CERTIFICATION

ABOUT THE SERVICE

Certification as to with, without, or no property is issued upon request of Property Holding, Non-encumbrance, Property Verification, BIR requirement, Register of Deeds requirement, Medical, Scholarship, or Legal.

WHO CAN AVAIL OF THE SERVICE

Any persons, natural or juridical or their duly authorized representatives, owning or administering real property may avail of this service.

REQUIREMENTS

Owner / Declarant:

1. Request Form
2. Valid ID

Administrator / Authorized Representative:

1. Request Form
2. Valid ID
3. Authorization Letter / Special Power of Attorney

FEES

Certified True Copy	Php 50.00
Documentary Stamp	Php 20.00

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCESSING TIME (under normal circumstance)	PERSON IN CHARGE	FEES	FORM
1	Submit Request Form together with valid ID (or authorization if applicable)	Evaluate the Form with the requirements	3 minutes	Admin. Clerk		Request Form Valid ID <i>(authorization letter if applicable)</i>
		Record & Control Request	2 minutes	Admin Clerk		
		VERIFY RECORDS through Real Property Tax Information System (PATAS)	5 minutes	Records Section		
		Issue of Order of Payment	1 minute	Admin Clerk		
2	Pay required fee(s) at Treasury Dept	Issue Official receipt	5 minutes	RCC I (Treasury)	P50.00	
3	Submit the Official Receipt	Produce Copy of Property Certification	1 minute	Admin. Clerk		
4	Pay the documentary stamps	Receive Payment	2 minutes	Admin. Clerk	P20.00	
		Certify Copy of Property Certification	5 minutes	Records Officer		
5	Claim Certified True Copy	Issue Certified True Copy to client	1 minute	Admin. Clerk		
Total time: 25 minutes (excluding waiting time)						

AVAILABILITY OF SERVICE:

MONDAY TO FRIDAY
8:00 AM to 5:00 PM
NO NOON BREAK

