

**REQUEST FOR LOT VERIFICATION IN THE CADASTRAL
MAPS/TAX MAPS**

ABOUT THE SERVICE:

Owners of land, surveyors, law offices, lending institutions, bankers, prospective buyers, may request the assistance of the City Assessor's Office in verifying their real properties in the cadastral maps/section maps.

A. WHO MAY AVAIL OF THE SERVICES:

Property owners, law offices, surveyors, banker, lending institutions etc.

B. WHAT ARE THE REQUIREMENTS

Letter request or verbal request
Old tax declarations for reference
Copy of title, if any
Receipt of realty tax for reference
Payment of research fee

C. FEES/CHARGES:

Php100.00 for each certified photocopy of tax declaration
Php25.00 if the owner or presenter request for a certified copy of the sketch map

E. SCHEDULE OF AVAILABILITY OF THE SERVICE:

Mondays to Fridays, 8:00 AM to 5:00 PM

F. HOW TO AVAIL OF THE SERVICE:

STEP S	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCES- SING TIME	PERSON IN CHARGE/ RESPONSIBLE	FEES/ CHARGE S	FORM
1	Request for verification of property (Written or verbal)	Receives request/ Endorse to tax mapping section	2 min/ request	Nenita R. Maduli Concepcion C. Palalay Rolando S. Austria Emmanuel P. Batara Charlie M. Abitong Felicita M. Quidilla		
2	Present supporting documents available in his possession	Assists and guides land owner/presenter verifies the property in the cadastral/tax map	20 min/ RPU	Nenita R. Maduli Concepcion C. Palalay Rolando S. Austria Emmanuel P. Batara Charlie M. Abitong Felicita M. Quidilla		
3	Verifies the property in the cadastral	Prepares the following:	5 min/			

	map/section map/ Requests for certified photocopy of sketch plan/certified true copy of tax declaration	A. Xerox copy of the sketch plan/cadastral maps B. Prepares certified true copy of tax declaration	Sketch plan 3 min/ Certified true copy of tax declaration	Concepcion C. Palalay Rolando S. Austria Charlie M. Abitong Emmanuel P. Batara Nenita R. Maduli Concepcion C. Palalay Rolando S. Austria Charlie M. Abitong Emmanuel P. Batara Nenita R. Maduli		
4	Pay certified photocopy of sketch plan/certified true copy of tax declaration in the City Treasurer's Office	Signs certified true copy of sketch plan/ certified true copy of tax declaration	3 min/ Sketch plan/tax declaration	Edsel P. Corpuz Felicitas M. Quidilla	Php25.00 Php100.0	
5	Receives certified true copy of sketch plan/tax declaration	Issues certified photocopy of sketch plan/tax declaration	2 min/Tax Declaration	Concepcion C. Palalay Rolando S. Austria Charlie M. Abitong Emmanuel P. Batara Nenita R. Maduli		
X-X-X-X- END OF TRANSACTION -X-X-X-X						