

Issuance of Official Receipt for Payment of Real Property Taxes

ABOUT THE SERVICE

OWNERS OF land and buildings have to pay real property taxes annually. Taxes are a percentage of the property's taxable value.

Taxable value is computed by multiplying a land or building's Fair Market Value (FMV) to its Assessment Level. Both the FMV and the Assessment Level are based on an ordinance passed by the Sanggunian/City Council. The City Assessor's Office submits to the Sanggunian a new Schedule of Fair Market Values every 3 years.

Real property tax payments are made at the Treasurer's Office. Taxpayers may choose to pay on an annual or quarterly basis. Discounts are given to those who pay in advance.

REQUIREMENT(S)

- Copy of latest (previous year's) Real Property Tax Declaration
- Copy of latest/previous year's Real Property Tax payment/Official Receipt

HOW TO AVAIL OF THE SERVICE

PROCESS/ACTIVITIES		DURATION	PERSON RESPONSIBLE
SERVICE PROVIDER	CLIENT		
Entertain/Interview the client and verify client payment history from database		4 minutes	Isidoro Acebes Emiliano Arban Peter Raña Glibert Ranis
Computation of total tax payable		20 minutes (depending on the no. of RPUs)	Isidoro Acebes Rhona Aguilar
Issuance of Official Receipt	Pay amount payable	1 minute	Isidoro Acebes Rhona Aguilar

Total 25 minutes