



Republic of the Philippines
MUNICIPALITY OF CATARMAN
Province of Northern Samar



ASSESSOR'S OFFICE

**TRANSFER OF OWNERSHIP OF REAL PROPERTY (TC)
REQUIREMENTS CHECKLIST**

Requirements	Where to Secure
<input type="checkbox"/> Letter Request of the Owner or of the duly authorized representative (with duly Notarized Special Power of Attorney for the purpose)	Client
<input type="checkbox"/> One (1) Certified True Copy and One (1) Photocopy of the Certified True Copy of the Mode of Conveyance (AS THE CASE MAYBE) <input type="checkbox"/> Deed of Sale <input type="checkbox"/> Deed of Donation <input type="checkbox"/> Extrajudicial Settlement	Register of Deeds (ROD)
<input type="checkbox"/> One (1) Certified True Copy and One (1) Photocopy of the Certified True Copy of Original/Transfer Certificate of Title from Register of Deeds (ROD)	Register of Deeds (ROD)
<input type="checkbox"/> One (1) Original Copy and (1) Photocopy of the Original Copy of Certificate Authorizing Registration (CAR), IF NOT, A <input type="checkbox"/> Certified True Copy and (1) Photocopy of the Certified True Copy of the Certificate Authorizing Registration (CAR) from BIR	BIR
<input type="checkbox"/> Updated Real Property Tax Official Receipt (Original)	Municipal Treasurer's Office (MTO)
<input type="checkbox"/> Real Property Tax Clearance	Municipal Treasurer's Office (MTO)
<input type="checkbox"/> Transfer Tax Official Receipt (Original If available, IF NOT, A <input type="checkbox"/> Certified True Copy of the Transfer Tax Official Receipt from Provincial Treasurers Office/Register of Deeds (ROD)	
<input type="checkbox"/> Two (2) Copies of the Approved Subdivision Map (Sepia), IF NOT, A <input type="checkbox"/> Blue Print Copy will suffice from the Department of Environmental & Natural Resources (DENR)	
<input type="checkbox"/> Valid ID with Picture	Client