



REPUBLIC OF THE PHILIPPINES
MUNICIPALITY OF CATARMAN
PROVINCE OF NORTHERN SAMAR



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OFFICE OF THE MUNICIPAL ASSESSOR
CHECKLIST OF DOCUMENTARY REQUIREMENTS (CDR)

To be filled up by Client

Client's Name:	Date:
Client's Address:	Mobile Number:
Property Location:	
Are you the Tax Declared Owner? <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, how are you related to the Tax Declared Owner? _____ Do you have the following documents? <input type="checkbox"/> Special Power of Attorney _____ <input type="checkbox"/> Judicial/Extrajudicial Settlement of Estate <input type="checkbox"/> Duly executed Affidavit of Self-Adjudication	
<div style="border: 1px solid black; padding: 5px;"> NOTE: With attached photocopy of valid ID picture of the principal & attorney-in-fact. Present the original ID for verification purposes. </div>	

TRANSACTION:

- TRANSFER OF OWNERSHIP OF REAL PROPERTY (TR)
- APPRAISAL & ASSESSMENT OF NEW BUILDINGS, OTHER IMPROVEMENTS & MACHINERIES (DC)
- SUBDIVISION (SD) / CONSOLIDATION (CS)
- REASSESSMENT (DP) / (PC) / (DT)
- RECLASSIFICATION (RC)
- CERTIFIED TRUE COPY
- CERTIFICATION OF REAL PROPERTY HOLDINGS /NO LANDHOLDING
- CERTIFICATION OF HISTORY
- CERTIFICATION OF IMPROVEMENT/NO IMPROVEMENT

IMPORTANT: Processing of transactions commence only upon submission of COMPLETE DOCUMENTS. Please mark “√” for submitted documents and “X” for lacking documents.

<p>TRANSFER OF OWNERSHIP OF REAL PROPERTY</p> <input type="checkbox"/> Letter Request / Walk in <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) - Register of Deeds (ROD) <ul style="list-style-type: none"> <input type="checkbox"/> Deed of Sale <input type="checkbox"/> Deed of Donation <input type="checkbox"/> Extrajudicial Settlement <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) <input type="checkbox"/> One (1) Original Copy and (1) Photocopy of the Original Copy of Certificate Authorizing Registration (CAR)- BIR, IF NOT, A <ul style="list-style-type: none"> <input type="checkbox"/> Certified True Copy and (1) Photocopy of the Certified True Copy of the Certificate Authorizing Registration (CAR) - 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 <ul style="list-style-type: none"> <input type="checkbox"/> Certified True Copy of the Transfer Tax Official Receipt - Provincial Treasurers Office/Register of Deeds (ROD) <input type="checkbox"/> Two (2) Copies of the Approved Subdivision Map (Sepia), IF NOT, A <ul style="list-style-type: none"> <input type="checkbox"/> Blue Print Copy will suffice – Department of Environmental & Natural Resources (DENR) <input type="checkbox"/> Valid ID with Picture	
<p>APPRAISAL & ASSESSMENT OF NEW BUILDINGS</p> <input type="checkbox"/> Letter Request / Walk in <input type="checkbox"/> Building Permit-Municipal Engineering Office (MEO) <input type="checkbox"/> Floor Plan - Municipal Engineering Office (MEO) <input type="checkbox"/> Bill of Materials - Municipal Engineering Office (MEO) <input type="checkbox"/> Certificate of Occupancy - Municipal Engineering Office (MEO) <input type="checkbox"/> Valid ID with Picture IF NOT AVAILABLE: <input type="checkbox"/> Affidavit of undertaking that he/she will secure the above-mentioned docs.	<p>APPRAISAL & ASSESSMENT OF NEW MACHINERIES</p> <input type="checkbox"/> Letter Request / Walk in <input type="checkbox"/> Original Official Receipts of the Following (when applicable): <ul style="list-style-type: none"> <input type="checkbox"/> Actual Cost <input type="checkbox"/> Freight <input type="checkbox"/> Customs Duties & Taxes <input type="checkbox"/> Brokerage, Arrastre & Handling <input type="checkbox"/> Installation IF NOT AVAILABLE: <input type="checkbox"/> Sworn Declaration
<p>CERTIFICATION OF IMPROVEMENT/NO IMPROVEMENT</p> <input type="checkbox"/> Letter Request / Walk in <input type="checkbox"/> Updated Assessment of Real Property <input type="checkbox"/> Updated Official Receipt of payment of the Assessment of Real Property <input type="checkbox"/> Valid ID with Picture	<p>RECLASSIFICATION (RC) OF PROPERTY</p> <input type="checkbox"/> Letter Request / Walk in <input type="checkbox"/> Updated Assessment of Real Property <input type="checkbox"/> Updated Official Receipt of payment of the Assessment of Real Property <input type="checkbox"/> Valid ID with Picture

SUBDIVISION/CONSOLIDATION

Approved Subdivision/Consolidation Map

Two (2) Copies of the Approved Subdivision/Consolidation Map

Sepia

Blue Print Copy

Unapproved Subdivision/Consolidation Map

Two (2) Copies of the Survey Plan

Letter Request / Walk in

Updated Assessment of Real Property

Updated Official Receipt of payment of the Assessment of Real Property

Valid ID with Picture

CERTIFIED TRUE COPY

Letter Request / Walk in

Updated Assessment of Real Property

Updated Official Receipt of payment of the Assessment of Real Property

Valid ID with Picture

CERTIFICATION OF HISTORY

Letter Request / Walk in

Updated Assessment of Real Property

Updated Official Receipt of payment of the Assessment of Real Property

Valid ID with Picture

CERTIFICATION OF REAL PROPERTY HOLDINGS /NO LAND HOLDING

Land Holding

BIR Estate Tax Land Holding Purposes

Letter Request / Walk in

Updated Assessment of Real Property

Updated Official Receipt of payment of the Assessment of Real Property

Valid ID with Picture

No Land Holding

Letter Request / Walk in

Valid ID with Picture

DAR Aggregate Landholding Purposes

Letter Request / Walk in

Updated Assessment of Real Property

Updated Official Receipt of payment of the Assessment of Real Property

Valid ID with Picture

CERTIFICATION from the DAR that the requesting person is a **POTENTIAL/PROBABLE** Agrarian Reform Beneficiary

In case of Dar Clearance Purposes

One (1) Copy of the notarized Deed of Absolute Sale

Court & Other Quasi-Judicial Purposes

Court Order (Subpoena)

Letter Request/Order/Decision

Submitted by:

Received by:

Client's Signature Over Printed Name

Date & Time

Officer in Charge

Date & Time

Acknowledgement of Client:

I _____, of legal age, hereby acknowledge the identified lacking documentary requirement/s (marked with "X") which I commit to submit as soon as possible. I understand that my requested transaction/s will only be processed upon submission of complete document/s.

Client's Signature Over Printed Name

Date & Time

**Municipal Ordinance No. 2024-/156/-04 Article 22 Section 113
PROCESSING & CERTIFICATIONS FEES**

TRANSFER OF OWNERSHIP OF REAL PROPERTY (TR)	Php 1,500.72
APPRAISAL & ASSESSMENT OF NEW BUILDINGS, OTHER IMPROVEMENTS & MACHINERIES (DC)	Php 1,071.75
SUBDIVISION (SD) / CONSOLIDATION (CS)	Php 1,063.69
REASSESSMENT (DP) / (PC) / (DT)	Php 810.67
RECLASSIFICATION (RC)	Php 1,077.37
CERTIFIED TRUE COPY	Php 199.07
CERTIFICATION OF REAL PROPERTY HOLDINGS /NO LANDHOLDING	Php 162.38
CERTIFICATION OF HISTORY	Php 261.09
CERTIFICATION OF IMPROVEMENT/NO IMPROVEMENT	Php 156.72