

OFFICE OF THE CITY ASSESSOR

LOCATION : 2nd Level, West Wing, City Hall, Silay City
TELEPHONE NO. : (034) 4954837
HEAD OF OFFICE : Olivia J. Dela Cruz

ABOUT THE SERVICE

The Office of the City Assessor is in charge of real property appraisal and assessment for taxation purposes. As such, it is tasked to:

- Establish a systematic method of real property assessment;
- Install and maintain a real property identification and accounting system;
- Prepare, install and maintain a system of tax mapping, showing graphically all properties subject to assessment and gather all data concerning the same;
- Conduct frequent physical surveys;
- Prepare schedule of fair market values for the different classes of real properties, in accordance with Republic Act 7160;
- Issue, upon request from any interested party, certified copies of assessment records of real property and other records relative to its assessment, upon payment of the prescribed fees to the Office of the City Treasurer;
- Submit every semester a report of all assessment, as well as cancellations and modifications of assessment, to the local chief executive and to the Sanggunian concerned.

SIMPLE TRANSFER OF OWNERSHIP OF REAL PROPERTY ON TAX DECLARATION

WHO MAY AVAIL OF THE SERVICE

- Real Property Owners

REQUIREMENTS

- Land Tax Clearance
- Transfer Tax Receipt
- Certificate Authorizing Registration (CAR)
- Photocopy of Land Title
- Photocopy of Deed of Sale or similar documents causing the transfer
- Official Receipt for Simple Transfer

FEES

P50.00

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Present the required documents to the receiving clerk for evaluation	10 minutes / transaction	Assessment Clerk / Records Division
2. Receive your copy of the Notice of Assessment after transfer/transaction was completed	Following day for single to 5 transactions; 2 days after for more than 5 transactions	Assessment Clerk / Records Division

CERTIFIED TRUE COPY OF TAX DECLARATIONS

WHO MAY AVAIL OF THE SERVICE

- Real Property Owners

REQUIREMENTS

- Land Tax Clearance
- Official Receipt for the required fee
- Documentary Stamp

FEES

P20.00

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Present the required documents to the receiving clerk	3 minutes / client	Assessment Clerk / Records Division
2. Receive your requested certified true copy of the Tax Declaration	6 minutes / client	Assessment Clerk / Records Division

CERTIFICATIONS

WHO MAY AVAIL OF THE SERVICE

- Real Property Owners / Residents of Silay City

REQUIREMENTS

- Land Tax Clearance
- Affidavit of No Improvement (For Certificate of No Improvement)
- Official Receipt for the Required Fee
- Documentary Stamp

FEES

P20.00

P10.00 (for Certification of No Real Property)

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Present all requirements to the Receiving Clerk	3 minutes / client	Assessment Clerk / Records Division
2. Receive the requested Assessor's Certification	6 minutes / client	Assessment Clerk / Records Division

REQUEST FOR ASSESSMENT OR RE-ASSESSMENT OF REAL PROPERTY

WHO MAY AVAIL OF THE SERVICE

- Real Property Owners

REQUIREMENTS

- Letter-request for inspection from real property owners
- Building Plans with corresponding building permits (for buildings)
- Official Receipts for the required fee

FEES

Residential	:	P200.00
Commercial	:	P500.00
Agricultural	:	P250.00
Industrial	:	P500.00

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit requirements to the Receiving Clerk. (Real Property subject to Assessment / reassessment should be clearly stated in the letter-request.	3 minutes / client / transaction	Assessment Clerk / Appraisal Division
2. Arrange date / schedule for the ocular inspection	1 minute / transaction	Chief, Appraisal Division
3. Requesting Party should be present on the date of inspection. Have your building plans /permit, parcellary maps ready	Time depends on the distance of the real property subject for inspection	Chief, Appraisal Division
5. Claim your notice(s) of assessment two days after inspection	10 minutes/ NA	Assessment Clerk / Record Division

DECLARATION OF SUBDIVISIONS, CONSOLIDATION OR CONSOLIDATION - SUBDIVISION**WHO MAY AVAIL OF THE SERVICE**

- Real Property Owners

REQUIREMENTS

- Land Tax Clearance of Properties subject for subdivision, Consolidation or Consolidation-Subdivision
- Duly approved Subdivision, Consolidation or Consolidation-Subdivision Plans
- Certified photocopies of Titles of Lots resulting from subdivision, consolidation or consolidation subdivision
- Official Receipt for the prescribed fee

FEES

For the first two (2) lots	:	P50.00
For each succeeding lot	:	P5.00/lot

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit all the required documents	3 minutes / evaluation	Assessment Clerk / Appraisal Division
2. Arrange schedule of inspection	1 minute / transaction	Chief, Appraisal Division
3. Requesting Party should be present on the date of the inspection	Time depends upon the distance of the property subject for inspection	Chief, Appraisal Division Chief, Tax Mapping Division
4. Claim your Notice(s) of Assessment	Time depends upon the number of lots being subdivided, consolidated or consolidation-	Assessment Clerk / Record Division

	<p>subdivision and the number of structures constructed on the subject lots.</p> <ul style="list-style-type: none">- For simple subdivision with 5-10 sub lots, 2 working days after inspection.- For complex subdivision with the following sub-lots:<ul style="list-style-type: none">11-30 lots : 7 working days30-50 lots : 15 working days51-100 lots : 20 working days100-200 lots : 30 working days200-300 lots : 45 working days	
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