

City Assessor's Office

G/F Marikina City Hall, Shoe Ave. Sta.Elena, Marikina City

City Assessor: ROMEO A. CANLAS

Tel. Nos.: 646-0352, 646-2360 loc. 212

Service Offered:

The City Assessor's Office conducts field inspection to assess the value of real properties in Marikina City, it is also charged with the assessment and reassessment of new and renovated buildings and machineries for tax purposes.

Transaction Procedure (Client Step)	Person Responsible for each step	Process	Documents to be presented, if necessary	Fees
<p>• ISSUANCE OF TAX DECLARATION FOR UNDECLARED PROPERTIES (LOTS)</p> <ol style="list-style-type: none"> 1. Submit the required documents 2. Site Inspection 3. Preparation of assessment and exacting the owners to pay ten years taxes on the said lot. 4. Review of Assessment 5. Approval of Assessment 6. Encoding of Assessment 7. Sign printed copy of the tax Declaration 8. Release of Tax Declaration 	<ol style="list-style-type: none"> 1.Receiving Clerk 2. Assigned Appraiser 3. Assigned Appraiser 4.Asst. City Assessor 5. City Assessor 6. Encoder 7. City Assessor 8.Releasing Clerk 	<p>10 mins</p> <p>3 to 5 Days</p>	<p>-Survey Plan</p> <p>-Certification from the bureau of land and the DENR, attesting that the land is alienable / disposable.</p> <p>-Notarized affidavit of ownership</p>	NONE
<p>• ISSUANCE OF TAX DECLARATION FOR NEW AND RENOVATED BUILDINGS AND MACHINERY</p> <ol style="list-style-type: none"> 1. Submit the required documents. 2. Ocular Inspection. 3. Preparation of assessment. 4. Review of assessment. 5. Approval of assessment. 6. Encoding of assessment. 7. Sign printed copy of the tax declaration. 8. Release of tax declaration. 	<ol style="list-style-type: none"> 1.Receiving Clerk 2.Assigned Appraiser 3.Assigned Appraiser 4.Asst. City Assessor 5. City Assessor 6. Encoder 7. City Assessor 8.Releasing Clerk 	<p>10 Mins</p> <p>3 to 5 Days</p>	<p>FOR IMPROVEMENTS</p> <p>-Building floor plans</p> <p>-Building permits</p> <p>-Certificate of Occupancy</p> <p>-Tax receipt of lot</p> <p>-Picture of the building</p> <p>-Sworn statement</p> <p>FOR MACHINERY</p> <p>-Sworn statement of all machineries indicating quantity, description, serial no. model, acquisition cost, year of operation duly certified by the owner or accountant.</p>	NONE

**• TRANSFER OF TAX
DECLARATION TO THE
NEW OWNER / SEGRATION /
CONSOLIDATION**

1. Submit the required documents.
2. Pay the processing fee of P50.00 per tax declaration.
3. Preparation of record of assessment.
4. Review of documents for the requested transaction.
5. Approval of Transaction
6. Encoding of assessment
7. Sign printed copy of the tax declaration
8. Release of tax declaration

1. Receiving Clerk
2. Treasurer's Office
3. Receiving Clerk
4. Asst. City Assessor
5. City Assessor
6. Encoder
7. City Assessor
8. Releasing Clerk

10 mins

3 to 5
Days

-Certified true copy of TCT in the name of the new owner.
 -Document used for transfer of ownership.
 2.1 Deed of absolute sale
 2.2 Deed of donation
 2.3 Extra Judicial Settlement of estate.
 2.4 Certificate of sale and affidavit of consolidation;
 2.5 Special power of attorney, if applicable
 2.6 Others
 -Certified true copy of Certificate Authorizing Registration (CAR)
 -Certified true copy of transfer tax receipt
 -Photocopy of updated real property tax receipt
 -Authorization letter (if representative) and photocopy of ID from the buyer or seller and the representative
 -Approved plan for subdivision / consolidation transaction

P50.00
per Tax
Declara
tion

• ISSUANCE OF DIFFERENT CERTIFICATIONS AND CERTIFIED TRUE COPY OF TAX DECLARATION

1. Client requests for documents needed:
 - Property and non-property holdings.
 - Non improvement
 - Certified true copy TD, upon request of any interested party.
2. Pay the processing fee P50.00 per copy of requested document.
3. Submit the official receipt, then the encoder will process the request.

1. Front Liner / Encoder Assessor's Office

2. Treasurer's Office

3. Front Liner / Encoder Assessor's Office Tax Mapping

10 to 30 Days

P50.00 per Tax Declaration