

## **REQUIREMENTS FOR ISSUANCE OF TAX DECLARATION (UNTITLED) Undeclared Property**

1. Affidavit of Land Ownership & Possession
2. Affidavit of Adjoining Lot Owners
3. Barangay Certificate of Land Ownership
4. Waiver of Rights/Donation/Sale (if necessary)
5. Sketch Plan with Certification from DENR/CENRO of A & D (ALIENABLE & DISPOSABLE LAND)
6. Sworn Statement

## **REQUIREMENTS FOR ISSUANCE OF TAX DECLARATION (TITLED) Undeclared Property**

1. Affidavit of Land Ownership & Possession
2. Affidavit of Adjoining Lot Owners
3. Barangay Certificate of Land Ownership
4. Sketch Plan duly signed by Geodetic Engineer
5. Certified True Copy of TITLE (from Register of Deeds)
6. Sworn Statement

## **REQUIREMENTS FOR ISSUANCE OF**

- a. Certified True Copy of Tax Declaration
  - b. Certified True Copy of Cadastral Map
  - c. Annotation/Cancellation/Mortgaged/Adverse Claim
  - d. Any form of Conveyance/Transfer
- REAL PROPERTY TAX PAYMENT FOR CURRENT YEAR**

## **REQUIREMENTS FOR TRANSFER OF LAND OWNERSHIP**

1. Any form of CONVEYANCE
  - A. Deed of Sale/Deed of Donation/Deed of Exchange
2. Certification Authorizing Registration (CAR) BIR
3. Sketch Plan duly signed by Geodetic Engineer (if necessary)
4. Certified True copy of Title (if title)
5. Real Property Tax Payment for current year

## **REQUIREMENTS FOR TRANSFER OF LAND OWNERSHIP (from Deceased Person)**

1. Extra-Judicial Settlement/Partition/Subdivision/Adjudication/ Waiver/ Sale
2. Certification Authorizing Registration (CAR) BIR
  - A. Estate Tax
  - B. Capital Gains Tax/Documentary Stamp
3. Affidavit of Publication
4. Certified True Copy of Title (if title)
5. Sketch Plan (if necessary)
6. Real Property Tax Payment for current year

## **REQUIREMENTS FOR ISSUANCE OF WAIVER OF RIGHTS FROM THE MUNICIPAL GOVERNMENT**

1. Letter of Request address to the Municipal Mayor
2. Affidavit of Land Ownership
3. Affidavit of Adjoining Lot Owners
4. Barangay Certificate of Land Ownership
5. Sketch Plan duly signed by Geodetic Engineer