



Republic of Philippines  
**MUNICIPALITY OF BAYAMBANG**  
 Province of Pangasinan

**TRANSFER OF OWNERSHIP**  
**(At the Municipal Assessor's Office)**

Requirements to be submitted by client/taxpayer;

1. Present previous land tax official receipt (O.R.) or a copy of previous tax declaration, if any; two photocopies of Transfer Certificate of title (FOR TITLED PROPERTY) ; two (2) copies of Deed of Absolute Sale or any deed of conveyance on how the property was acquired; two (2) photocopies of Certification of Authorizing Registration, Tax Declaration stating the previous owner/property to be cancelled, transfer tax receipt, approved subdivision plan.

**HOW TO AVAIL OF THE SERVICES**

STEP	REQUIRED ASSESSOR'S DOCUMENTS	WHAT THE OFFICE SHALL DO	PERSON IN CHARGE
<b>1</b>	Present all requirements.	Evaluate and verify Requirements submitted. <b>30 mins.</b>	Joven Lasquite Annie E. de Leon, Municipal Assessor
<b>2</b>		Conduct re-assessment consolidation, correction of area, boundaries, appraisal of buildings and any other appropriate procedures. <b>45 mins.</b>	Eduardo Abalos Joseph Junio Joven Lasquite
<b>3</b>		Prepare Tax Declaration, FAAS, ORF, PRF indicating the newly declared owner and assign Property Index Number (PIN) based on tax map and section maps. (If ocular inspection is not needed) <b>45 mins.</b>	Maricar Padilla Joven Lasquite
<b>4</b>	Pay Transfer Fee.	Treasury Office receives Transfer fee. <b>30 mins.</b>	Luisita B. Danan/Authorized Representative
<b>5</b>	Wait for the approval and issuance of Tax Declaration.	Approve and issue Tax Declaration, FAAS and keep file copy, per ARP (exclusive of approval time to and from the provincial office). <b>45 mins.</b>	Annie de Leon, Municipal Assessor & Nestor P. Quiambao, Provincial Assessor
<b>TOTAL SERVICE TIME PER CLIENT 3 hrs. and 25 mins.</b>			
<b>END OF TRANSACTION</b>			

**REQUIREMENTS SUBJECT FOR DECLARED AS NEW**

1. Affidavit of Possession and Ownership
2. Affidavit of Barangay Captain
3. Affidavit of Adjoining Owners
4. Any deed of conveyance on how the property is acquired
5. Sketch plan certified by CENRO stating the status to be under alienable and disposable land
6. Back taxes (10 years)
7. Transmittal (V-37) from CENRO
8. Community tax certificate number

