



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

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**Appraisal and Assessment of New/Undeclared Building/Improvement**

**Requirements:**

1. Copy of the approved Building Permit Plan and Certificate of Completion or Certificate of Occupancy issued by the local officials concerned;
2. Notice of the date of inspection, if the owner/administrator is not around during the discovery;
3. Report of the inspection of the building/structure;
4. If building permit and certificates are not available, accomplish affidavit of ownership or sworn statement of the market value of the property;
5. Tax clearance of tax receipt of lot for the current year.

Note: The appraisal of buildings shall be in accordance with the approved Schedule of Base Unit Construction Cost (SBUCC) for buildings and part of SFMV and supported by these requirements.

1. Tax Declaration for buildings
  - Conduct filed inspection and gathering of documents
2. Preparation of field sheet, approval and signing of field sheet. Fill up all necessary data and computation of values, assigning of pin and numbering of tax declaration, typing of tax declaration, check and review of tax declaration
3. Recording and data encoding of tax declaration
  - Encoding of tax declaration in the itax system.
4. Release of owners copy of tax declaration for building
  - Segregation and binding of tax declaration field sheet and others

**Total Service/time: 1 to 2 days**

