

REQUIREMENTS FOR SINGLE TRANSFER OF TAX DECLARATION

1. Certified xerox copy of Title from Registry of Deeds
2. Copy of supporting documents used (ex. Deed of Sale, Deed of Donation, Extra Judicial Settlement, etc)
3. Xerox copy of transfer of tax receipt (please present original copy for verification)
4. Certificate of non-delinquency from Municipal Treasurer
5. Xerox copy of Certificate Authorizing Registration (C.A.R.) from the BIR
6. Service fee of P50.00 per declaration

REQUIREMENTS FOR THE TRANSFER OF SUBDIVIDED LOTS

1. Certified xerox copy of Title from Registry of Deeds
2. Xerox copy of supporting papers used (ex. Deed of Sale, Donation, etc)
3. Copy of approved plan
4. Xerox copy of transfer tax receipt
5. Certificate of non-delinquency from the Municipal Treasurer
6. Xerox copy of Certificate Authorizing Registration (C.A.R.) from the BIR
7. Service fee of P50.00 per declaration

REQUIREMENTS FOR THE TRANSFER OF FREE PATENT PROPERTY

1. Copy of approved plan
2. Certification from CENRO that the subject land is within the alienable and disposable area
3. Affidavit of ownership
4. Certificate from the Brgy. Chairman where the land is located
5. Payment of Real Property tax for ten (10) years back taxes
6. Service fee of P50.00 per declaration
7. Affidavit of adjoining owner/s

Note: Tax declaration is subject for ocular inspection and approval of the Provincial Assessor

REQUIREMENTS FOR THE TRANSFER OF CLOA/UNDER CARP PROPERTY

1. Xerox copy of Titles
2. Approved subdivision plan
3. Endorsement from the Department of Agrarian Reform (MARO)
4. Certificate of non-delinquency from the Municipal Treasurer
5. Service fee of P50.00 per declaration