

STEPS IN ACQUIRING CERTIFIED TRUE COPY OF TAX DECLARATION, CERTIFICATE OF LAND HOLDINGS AND CERTIFICATE WITH PROPERTY

1. Letter request/authorization of owner/seller
2. Original copy of Official Receipt of Real Property Tax or Certificate of non-delinquency from the Municipal Treasurer
3. Pay the corresponding amount (P50.00 per copy) at the Cashier's window No. 2
4. Present Official Receipt for the release of the requested copy of tax declaration or certification

STEPS IN ACQUIRING TRACING OF MAP AND CERTIFICATE WITHOUT PROPERTY

1. Fill-up data sheet and submit to Assessor's staff/personnel
2. Pay corresponding amount at the Cashier's window No.2
3. Present the Official Receipt for the release of the requested document