**6. 1. Issuance of a New Field Appraisal and Assessment Sheet**

ABOUT THE SERVICE: The Field Appraisal Assessment Sheet (FAAS) is required from real property owners when paying their Real Property tax. A new FAAS is issued when there is a transfer of ownership.

CLIENT GROUPS:

 Real Property owners

REQUIREMENTS:

 Certified true copies of the following:

* Documents-duly notarized
* Deed of sale or deed of donation or transfer of rights or extra-judicial settlement, etc.
* BIR Clearance
* Real Property Tax Clearance
* Official receipt of Transfer Tax Payment and service fee
* Title (if there is title)

SERICE SCHEDULES:

 Monday –Friday

 8:00AM-12:ooNoon, 1:00PM- 5:ooPM

FEES/CHARGES:

TOTAL PROCESSING TIME: 30 minutes

PROCESS OF AVAILING THE SERVICE:

|  |  |  |  |
| --- | --- | --- | --- |
| Steps Involved | Actions taken | Transaction Time | Persons Responsible |
| 1. If availing of the service for the first time, proceed to the Municipal Assessor’s Office, secure application forms and other requirements and make clarificatory inquiries
 | Provides the client a short briefing on the service and its requirements  | 15 minutes | Marissa PereyraJoel R. CanoyRaquel MoralesGene Limpiado |
| 2. Submit requirements for verification and new FAAS Approval. | Encodes and print the new FAAS. Reviews the new FAAS and recommends approvalApproves the new FAAS | 10 minutes | Marissa PereyraJoel R. CAnoyRaquel MoralesGene Limpiado |
| 3. Receive the approved FAAS  | Releases approved FAAS | 5 minutes | Marissa PereyraJoel R. CAnoyRaquel MoralesGene Limpiado |