**6.4. Assessment of newly constructed buildings and issuance of updated FAAS**

ABOUT THE SERVICE: The Municipal Assessor’s Office provides new Tax Declarations to owners of newly constructed buildings and newly installed machinery to determine the value of the real property.

CLIENT GROUPS:

Real Property owners

REQUIREMENTS:

Building permit or letter request by the owner or his representative

SERICE SCHEDULES:

Monday –Friday

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

FEES/CHARGES:

TOTAL PROCESSING TIME: 30 minutes and additional time for site inspection

PROCESS OF AVAILING THE SERVICE:

|  |  |  |  |
| --- | --- | --- | --- |
| Steps Involved | Actions taken | Transaction Time | Persons Responsible |
| 1. Proceed to the Municipal Assessor’s Office and present the letter request | Assigns an inspection team  Sets the schedule for the ocular inspection | 15 minutes | Marissa Pereyra  Joel R. CAnoy  Raquel Morales  Gene Limpiado |
| 2. Be present during the ocular inspection  Take note of the schedule for getting the assessment | Conducts ocular inspection and informs client when to get the document | 10 minutes | Marissa Pereyra  Joel R. CAnoy  Raquel Morales  Gene Limpiado |
| 3. Receive the approved FAAS | Releases requested document | 5 minutes | Marissa Pereyra  Joel R. CAnoy  Raquel Morales  Gene Limpiado |