

CASSO RTF NO.: 02

JOB ORDER NO- LAND: _____ JOB ORDER NO- BLDNG: _____

REPUBLIC OF THE PHILIPPINES

CITY OF BAGUIO- OFFICE OF THE CITY ASSESSOR

DUE DATE: _____

- NEW ASSESSMENT LOT BTF
- RE- ASSESSMENT BUILDING/ CONDO
- SUBDIVISION () MACHINE
- CANCELLATION/ INACTIVE RECLASSIFICATION

ARP#: _____

TITLE#: _____

INITIAL INSTRUCTION/SPECIFIC REQUEST:

REQUESTER'S NAME: <u>FIRST NAME</u> <u>MIDDLE NAME</u> <u>SURNAME</u>	NAME OF OWNER: <u>FIRST NAME</u> <u>MIDDLE NAME</u> <u>SURNAME</u>
COMPLETE ADDRESS:	MARRIED TO:
CONTACT NUMBER:	COMPLETE BILLING/MAILING ADDRESS:
SIGNATURE/RELATIONSHIP TO OWNER:	LOCATION OF PROPERTY:

CHECKLIST OF REQUIRED DOCUMENTS

NEW ASSESSMENT/ RE-ASSESSMENT (MACHINE)

- PURCHASE RECEIPTS
- TAX DECLARATION OF THE BUILDING
- LIST/ PHOTOS (PRINTED/ PASTED) (PROPERLY LABELED)/ NAME/ DESCRIPTION OF MACHINERIES
- BARANGAY CERTIFICATION INDICATING THE YEAR OF BUSINESS OPERATION
- CEDULA (PRESENT YEAR)/ ANY VALID GOV'T. ID
- SWORN STATEMENT
- OTHERS: _____

LOT

- E-COPY OF TITLE (IF TITLED PROPERTY)
- APPROVED PLAN
- CERTIFICATION FROM DENR
- ORDER AWARD FROM DENR
- FORM V-37
- WAIVER OF RIGHTS FROM PREVIOUS OCCUPANT
- OTHERS: _____

CORRECTION

- AFFIDAVIT: _____
- ANY VALID GOVERNMENT ID
- OTHERS: _____

CANCELLATION

- BARANGAY CERTIFICATE INDICATING YEAR BUILDING/ STRUCTURE WAS DEMOLISHED
- PHOTOS OF DEMOLISHED BUILDING/ STRUCTURE
- STATEMENT OF ACCOUNT FROM TREASURY OFFICE AS TO LAST PAYMENT OF TAXES
- DEMOLITION PERMIT/ DEMOLITION ORDER
- OTHERS: _____

A. EXAMINATION & ACCEPTANCE OF DOCUMENTS

NAME/ SIGNATURE: _____

ADMINISTRATIVE DIVISION

NAME/ SIGNATURE: _____

DATE: _____

REMARKS:

B. TAX MAPPING AND IDENTIFICATION DIVISION (TMD-TMDH)
 PIN/ BRGY: _____ TMDH BY: _____

REMARKS:

JOHN MILTON B. DATIC
TAXMAPPER III

C. ASSESSMENT AND APPRAISAL DIVISION (ADAP-ADCOD)

DATE INSPECTED: _____ ADAP BY: _____

REMARKS:

RUTH VIVIAN B. ESTIOKO
LAOO IV

D. REVIEW OF REAL PROPERTY ASSESSMENT (ACA)

REMARKS:

NORMITA B. RAMON
ASSISTANT CITY ASSESSOR

E. APPROVAL OF REAL PROPERTY ASSESSMENT (CA)

REMARKS:

MARIA ALMAYA C. ADDAWE
CITY ASSESSOR

F. ACKNOWLEDGMENT OF DOCUMENTS FROM THE CITY ASSESSOR AND THE ISSUANCE OF NOTICE OF ASSESSMENT AND ARP FOR MAILING/ DELIVERY.

DOCUMENTS RECEIVED BY: _____
(NAME AND SIGNATURE)

REMARKS:

RELEASE OF OWNER'S COPY OF
ARP AUTHORIZED AND DOCUMENTS
FILED FOR RECORD PURPOSES

JESUSA C. ESCOLASTICO
LAOOIV

NOTE: ADDITIONAL DOCUMENTS OTHER THAN STATED ABOVE MAY BE REQUIRED IF FOUND NECESSARY AFTER EVALUATION. REVISED AUG2021. D.B.SAPLA