CASSO RTF NO.: 03 **JOB ORDER NO- LAND: _____** **JOB ORDER NO- BTF: _____**

REPUBLIC OF THE PHILIPPINES _____ _____

CITY OF BAGUIO- OFFICE OF THE CITY ASSESSOR _____ _____

DUE DATE: (L) _____ (B) _____ **STF: _____** _____

- ☐ **SIMPLE TRANSFER**
- ☐ **CONSOLIDATION**
- ☐ **SUBDIVISION**
- ☐ **ROD REPORT**
- ☐ **LOT ( )**
- ☐ **BUILDING/CONDO ( )**
- ☐ **MACHINE**
- ☐ **BTF/ STF ( )**

INITIAL INSTRUCTION/SPECIFIC REQUEST:

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

ARP#: _____ **TITLE #: _____**

CHECKLIST OF REQUIRED DOCUMENTS

DEED OF CONVEYANCES:

- ☐ DEED OF SALE/ ABSOLUTE SALE: _____
- ☐ SHERIFF'S FINAL SALE
- ☐ AFFIDAVIT OF CONSOLIDATION
- ☐ EXTRAJUDICIAL SETTLEMENT OF ESTATE
- ☐ AFFIDAVIT OF SELF ADJUDICATION
- ☐ WAIVER OF RIGHTS
- ☐ DEED OF DONATION
- ☐ COURT DECISION/ FINALITY
- ☐ E-COPY OF TITLE (IF TITLED PROPERTY)
- ☐ BIR-CAR
- ☐ TRANSFER TAX RECIEPT/ ORDER OF PAYMENT
- ☐ NON DELINQUENCY OR TAX PAYMENT RECEIPT
- ☐ SECRETARY'S/ CORPORATE'S CERTIFICATE
- ☐ PUBLICATION
- ☐ SPECIAL POWER OF ATTORNEY
- ☐ OTHERS: _____

DEED OF CONVEYANCES:

- ☐ DEED OF SALE OF PORTION/ ABSOLUTE SALE OF PORTION
- ☐ AFFIDAVIT OF PARTITION
- ☐ WAIVER OF RIGHTS OF PORTION
- ☐ E-COPY OF TITLE/S (IF TILLED PROPERTY)
- ☐ BIR-CAR
- ☐ TRANSFER TAX RECIEPT/ ORDER OF PAYMENT
- ☐ NON DELINQUENCY OR TAX PAYMENT RECEIPT
- ☐ APPROVED SUBDIVISION PLAN/ CONSOLIDATED PLAN
- ☐ TECHNICAL DESCRIPTION/ LETTER
- ☐ OTHER DOCUMENTS: _____

A. EXAMINATION & ACCEPTANCE OF DOCUMENTS

NO. OF DOCUMENTS: _____

SIGNATURE/ DATE: _____

VERIFICATION: _____

B. ADMINISTRATIVE DIVISION

NO. OF DOCUMENTS: _____

NAME/ SIGNATURE: _____

DATE: _____

REMARKS:

B. TAX MAPPING AND IDENTIFICATION DIVISION (TMD-TMDH)

PIN/ BRGY: _____ TMD 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
LAOO IV

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