



**Republic of the Philippines
City of Lucena
OFFICE OF THE CITY ASSESSOR**

SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: ISSUANCE OF CERTIFICATION (Property Holdings, No Property, No Improvement, etc.)

Schedule of Availability of Service: Monday – Friday 8:00 a.m. – 5:00 p.m. (No Noon Break)

Who May Avail of the Service: Property Owner / Taxpayer / Representative w/ authorization letter from the owner

SERVICE INFORMATION		
LIST OF REQUIREMENTS	LIST OF STEPS AND PROCEDURES	
REQUIREMENT	CLIENT STEPS/PROCEDURE AS INDICATED IN THE CITIZEN'S CHARTER	TOTAL FEES TO BE PAID
1. Certification fee receipt 2. Photocopy of latest tax receipt in case of certificate of land holdings 3. Photocopy of Valid I.D. For authorized representative, include the following documents. 4. Copy of representative ID 5. Copy of Authorization or Special Power of Attorney	1. Proceed to the Frontline officer & ask for the requirements	
	2. Submit the needed requirements together with the filled-up transaction slip	
	3. Wait for your name to be called by the Frontline officer for further instruction	
	4. Pay the corresponding certification fee to the Treasurer's Collector	Certification fee - 27.50 Doc. Stamp - <u>30.00</u> 57.50
	5. Receive owner's copy of certification	