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

SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: **PREPARATION OF TAX DECLARATION (Transfer of Ownership, Segregation, Subdivision, Consolidation, Correction, Depreciation, Re-Assessment, 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**	**TOTAL FEES TO BE PAID**
REQUIREMENT	**CLIENT STEPS/PROCEDURE AS INDICATED IN THE CITIZEN'S CHARTER**	
1. Original Land Title (TCT) *-for verification only.* 2. Copy of Original Land Title (TCT) 3. Copy of Deed of Sale / Conveyance / Donation 4. Copy of Receipt of the ff: a. Real property Tax (current year) b. Transfer Tax Fee & Tax Declaration Fee 5. Copy of Certification Authorizing registration form (CAR) BIR capital gains tax 6. Approved subdivision plan	1. Proceed to the Frontline officer & ask for the checklist of requirements 2. Submit the needed documents together with the filled-up transaction slip. 3. Wait for Frontline officer's instruction 4. Pay the necessary amount for a printed copy of Tax Declaration to the Treasurer's collector	Transfer: Tax Declaration Transfer Fee - **see Table A** Transfer Tax Fee - **0.75% of FMV or Sale whichever is higher** Secretary fee-issuance issuance of tax clearance - **55.00 per RPU** Doc. Stamp - **30.00 per owner** Segregation/Consolidation/Correction/Re-Aassessment: Tax Declaraton fee - **55.00** For request of Certified Copy of Taxdeclaration - 55.00 Doc. Stamp - 30.00 **85.00**
7. Copy of Owners valid ID For authorized representative, include the following documents. 8. Copy of representative ID 9. Copy of Authorization or Special Power of Attorney	5. Receive owner's copy of updated tax declaration	

TABLE A

TD TRANSFER FEE		
TAX DECLARATION MARKET VALUE		**AMOUNT FEE**
1.00	30,000.00	55.00
30,001.00	60,000.00	110.00
60,001.00	100,000.00	165.00
100,001.00	300,000.00	220.00
300,001.00	600,000.00	275.00
600,001.00	1,000,000.00	495.00
1,000,001.00	5,000,000.00	2,475.00
5,000,001.00	10,000,000.00	4,950.00
Over 10,000,000.00		7,150.00