



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

**SERVICE INFORMATION PER GOVERNMENT SERVICE**

**GOVERNMENT SERVICE:** RESEARCH & VERIFICATION OF BRGY. SECTIONS & SUBDIVISION MAPS

**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 / Researcher / Student

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. Photocopy of Land Title TCT 2. Approved subdivision plan 3. Photocopy of tax declaration 3. Applicants ID 4. <i>For Students:</i> Letter from school	1. Proceed to the Frontline officer & ask for the requirements	
	2. Submit the needed requirements together with the filled-up transaction slip	
	3. Pay the corresponding research fee per RPU	<b>Transfer:</b> Tax Declaration Fee - Table Based on Market Value Transfer Tax Fee - Table Based on Market Value Secretary fee-issuance issuance of tax clearance - 55.00 Doc. Stamp - 30.00
	4. Present the Official Receipt to the Frontline officer	
	5. Receive the requested map.	