

# CITIZEN'S CHARTER

## Frontline Service: Issuance of Transfer Tax Certificate

**Office:** City Treasurer's Office  
Ground floor, City Hall Building

**Schedule of Availability of Service:**

Monday – Friday  
8:00 a.m. to 5:00 p.m. without noon break

**Who may Avail of the Service?**

- Any person/corporation who acquired through conveyance any registered real property in Angeles City

**What are the Requirements?**

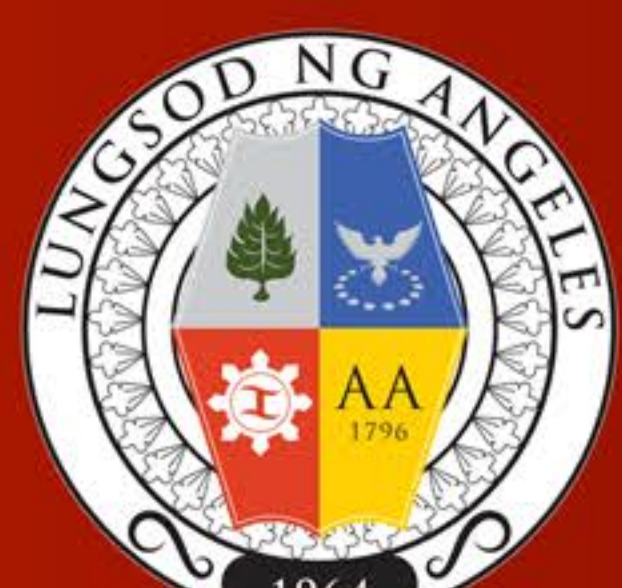
- Copy of conveyance document (Deed of Sale; Deed of Donation; Extra Judicial Settlement of Estate; Deed of Assignment; Affidavit of Consolidation; Certificate of Sale)
- Copy of Certified True Copy of Tax Declaration for:
  - Land;
  - Building or improvements (if applicable); or
- Copy of Certificate of No-Improvement (if there is no improvements in the property); or
- Certificate of Existing Improvements of all registered owners for property with various owners
- Copy of Certificate of Tax Clearance
- One (1) documentary stamp

**Fees/Charges:** Transfer Tax Certificate – P50.00  
Transfer Tax – ¾ of 1% of the value of the property transferred as indicated in the conveyance document; assessed value; or fair market value, whichever is applicable

**Duration** (under normal circumstances): 1 hour

**How to Avail of the Service:**

Step	Applicant/ Client	Service Provider	Duration of Activity (Under normal circumstances)	Person in Charge	Fees/ Charges
1	Submit the requirements	Receive and verify the submitted requirements	5 minutes per clearance	Local Revenue Collection Officers (LRCO)	None
2		Compute the tax due	5 minutes per clearance		None
3	Pay the tax due	Receive the payment and advise the Client to wait at the Tax Payer's Lounge while the requested document is prepared  Endorse the Official Receipt and requirements to the Clerk assigned to prepare the Transfer Tax Certificate	5 minutes per clearance  2 minutes		Transfer Tax Certificate – P50.00  Transfer Tax – ¾ of 1% of the value of property conveyed
4-a		Prepare the Transfer Tax Certificate and endorse to Land Tax Division for further verification	10 minutes per clearance	Clerk	None
4-b		Receive the clearance and encode the information to the data base	8 minutes per clearance	LRCO / Clerk	
4-c		Endorse to the City Treasurer for signature	15 minutes	City Treasurer of the representative	
4-d		Endorse back to the LRCO	5 minutes	Clerk	
4-e		Receive and post the tax clearance to the log book	2 minutes	LRCO	
5	Receive the clearance	Issue the clearance to the Client	3 minutes	LRCO	None
END OF TRANSACTION					



**NO TO FIXERS & REDTAPE!**

