

5. TAX ON TRANSFER OF REAL PROPERTY OWNERSHIP

Any person acquiring real property by sale, donation, barter, or on any other mode of transferring ownership or title of real property are required to pay transfer tax.

Office or Division:	City Treasury Department			
Classification:	Simple Transaction			
Type of Transaction:	Government to citizen			
Who may avail:	All person acquiring or transferring real property within the City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Photocopy of the following (2 sets each):				
a.) Deed of Absolute Sale/Extra-Judicial/Donation/Self-Adjudication				
b.) Certificate Authorizing Registration (CAR) or any of Onett/Capital Gain Tax/Doc Stamp payment				
c.) Tax Clearance for Transfer of Title		City Treasury Department – Real Property Division		
d.) Tax Declaration				
e.) Title				
f.) Community Tax Certificate of Seller		City Treasury Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.) Submit all requirements to assigned personnel for examination of documents, computation of transfer tax, and issuance of Order of Payment.	CTD Personnel-in-Charge verifies submitted documents.	None	10 minutes	CTD Personnel-in-Charge
	CTD Personnel-in-Charge computes for tax due.	None	10 minutes	CTD Personnel-in-Charge
2.) Secure transaction ticket and wait for your queue number to be called.	Guard-on-duty issues Transaction Ticket.	None	30 seconds	Guard on duty
3.) Proceed to designated counter flashed on the screen and present the order of payment.	Collecting Officer verifies submitted document/s.	None	2 ½ minutes	Collecting Officer
d. Pay Transfer Tax including surcharge and interest if any to assigned collector and accept Official Receipt.	Collecting Officer receives payment.	Computed Tax Due	2 ½ minutes	Collecting Officer
	Collecting Officer issues Official Receipt.	None	1 minute	Collecting Officer
-End of Transaction-				