



OFFICE OF THE CITY ASSESSOR

I understand that this form shall serve only as a guide for processing my request and is not an official document. Before processing my request, I have checked the Citizen's Charter regarding the documentary requirements and process in their office or official website at www.valenzuela.gov.ph . Further, the list herein are just the basic requirements, and the office shall require additional documents, whenever necessary

BASIC DOCUMENTARY REQUIREMENTS for DECLARATION (Appraisal and Assessment or Reassessment) OF BUILDING, MACHINERY, OTHER STRUCTURE, AND IMPROVEMENT:

Common Requirements

- 1. Accomplished Request Form
- 2. Photocopy of Government issued ID of the Owner or Corporate Secretary
- 3. Proof of ownership, if the owner of the land is not the owner of the building, machinery, other structure, or improvement
- 4. Current photo or image of the building, machinery, other structure, or improvement for declaration (**Colored**)
- 5. Clear copy of Building Permit &/or Occupancy Permit
- 6. Floor Plan &/or Approved Building Plan (**A-2**)
- 7. For Residential only, Barangay certification Reflecting the year, the building, or structure or improvement was built or constructed, in the absence of Building Permits or Occupancy Permit

Additional Requirements

- 1. If transacted by authorized representative
 - a. Special Power of Attorney (SPA) or Authorization Letter of the owner or corporate secretary (signature of the person authorizing must be the same in the Government issued ID person authorizing)
 - b. Valid ID of representative
- 2. Penalty of PhP 2,000.00 per property to be processed if Processing is made after 60 days from date of registration with the Registry of Deeds

<i>This box shall be filled up by the office only.</i>	RETURN / FOLLOW UP
Date of Request: _____	Control No.: _____ - 2024 - _____
Processed by: _____	at TEL No.: 8352-1000 loc 1367
Follow up before SCHEDULED RELEASE DATE ON: _____	
*** The request made will be released upon presentation of this form. For inquiries, please look for Ms. Tin or Ms Pat.	A-202

For continuous improvement and to serve you better, please let us know what you think and how well we served you by answering our **Sukatan ng Serbisyo Form** (Customer Satisfaction Measurement Survey). Thank you!