



4. Issuance of Real Property Tax Clearance

It is a certificate that verifies if the Real Property Tax has been fully paid by the taxpayer.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All individuals and juridical entities with real properties including land, buildings, improvements and machineries			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Real Property Tax Official Receipt (fully paid)		Office of the Municipal Treasurer		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Present the Real Property Tax Official Receipt showing that it was fully paid at the Office of the Municipal Treasurer- Real Property Tax Section (Window 1)	1. Accept and verify if the client has an outstanding balance.	None	2 Minutes	<i>Credit Officer II Office of the Municipal Treasurer</i>
2. Pay the corresponding amount at Office of the Municipal Treasurer- Real Property Tax Section (Window 2-4)	2. Receive the payment and issue an official receipt and issue the Real Property Tax clearance.	₱ 50.00 Tax Clearance ₱ 30.00 Documentary Stamp	3 Minutes	<i>Local Revenue Collection Officer I (LRCO I) Local Treasury Operation Assistant I (LTOA I) Revenue Collection Clerk II (RCC II) Office of the Municipal Treasurer</i>
	Total	₱ 50.00- Tax Clearance ₱ 30.00- Documentary Stamp	5 Minutes	