



## 10. ISSUANCE OF CLEARANCE / CERTIFICATION FOR IDLE LANDTAX EXEMPTION PURPOSES OF LOTS INVOLVING SOCIALIZED HOUSING/OCCUPIED BY INFORMAL SETTLER FAMILIES (ISF)–Subject Property needs Site Inspection/Verification

Issues or releases certification/s to landowners indicating that their property/ies is/are fully occupied by ISFs as a requirement for exemption from the imposition of idle land tax.

<b>Office or Division:</b>	<b>Office of the Department Head</b>	
<b>Classification:</b>	Complex Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Landowners whose property is fully occupied by ISF's	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Letter Request (1 original copy)		Land owner
Title (1 photocopy)		Land owner (copy from Register of Deeds)
Tax Declaration (1 photocopy)		Land owner (copy from City Assessor's Office)
Vicinity Map / Location Plan (1 photocopy)		Land owner
Tax Map (1 original copy)		Land owner (copy from City Assessor's Office)
Memorandum of Agreement (If Property is intended for Community Mortgage Program (CMP) or other similar Socialized Housing Project) (1 photocopy)		Land owner

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Landowner submits letter request and requirements	1. Receive letter request and checks if required documents are attached	None	5 minutes	<i>Receiving Officer</i> Office of the Department Head
	1.1 Conduct verification /site inspection of the subject property whether or not the subject property is fully occupied by Informal Settlers <ul style="list-style-type: none"> <li>• If identified, shall issue a certification</li> <li>• If not, a letter reply will be provided for the client's information</li> </ul>	None	5 days	<i>Housing and Homesite Regulation Officer II</i> Technical Section Census and Planning Division
	1.2 Documents duly reviewed and signed.	None	2 days	<i>Assistant Department Head</i> Department HCDRD
2.Get the requested copy of certification from Releasing Officer , Office of the Department Head	2.Release copy of certification	None	5 minutes	<i>Releasing Officer</i> Office of the Department Head
	<b>TOTAL:</b>	None	7 days, 0 Hour(s), 10 minutes	
<b>Issuance Of Clearance / Certification For Tax Exemption Purposes Of Lots Involving Socialized Housing/Occupied By Informal Settler Families (ISF)– Subject Property</b>	<b>Complex Transaction</b>			

<b>Needs Site Inspection/Verificati on</b>	
--	--