



9. ISSUANCE OF CLEARANCE / CERTIFICATION FOR IDLE LAND TAX EXEMPTION PURPOSES OF LOTS INVOLVING SOCIALIZED HOUSING/OCCUPIED BY INFORMAL SETTLER FAMILIES (ISF) –Subject Property is already identified as fully occupied by Informal Settlers

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.

Office or Division:	Office of the Department Head	
Classification:	Simple Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Landowners whose property is fully occupied by ISFs	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
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 (From City Assessor’s Office) (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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Land owner submits letter request with attached requirements to HCDRD.	1.Receive letter request with complete documentary requirements.	None	5 minutes	<i>Receiving Officer</i> Office of the Department Head
	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 the Releasing Officer , Office of the Department Head.	2.Release copy of certification.	None	5 minutes	<i>Releasing Officer</i> Office of the Department Head
	TOTAL:	None	2 Days 0 Hour(s), 10 minutes	
Issuance Of Clearance / Certification For Tax Exemption Purposes Of Lots Involving Socialized Housing/Occupied By Informal Settler Families (ISF) – Subject Property Is Already Identified As Fully Occupied By Informal Settlers	Simple Transaction			