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| | Signing of Infra Form B-2 by Department Head (CPDD) | | 5 mins | Department Head, CPDD |
| | Endorse to the concerned department/office/committee (ex. InfraCom/ City Engineering Dept./ Parks Development and Administration Dept./ others) for appropriate action | | 20 mins | Project Development Officer III, LUID |
| Total | | | 3 days and 2 hrs.** | |

*Note: * only applicable to properties with ownership issue*

*** time may differ depending on the complexity of the request/proposal*

3. LAND / PROPERTY ACQUISITION PROGRAM

The acquisition and reservation of land for the city's future various infrastructure programs. An investment strategy employed by the QC government since 2004, land banking program involves the tedious task of assessing site's suitability thru title checks, status of ownership if vacant or open space, conduct of research, site inspection, evaluation of properties offered for sale to the city or properties which the city intends to buy.

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| Office or Division: | Special Projects Division (SPD) | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C (Government to Citizen) G2G (Government to Government) | | | |
| Who may avail: | Private Property Owners QC residents/citizens | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> • Original Letter of Intent to Sell / Offer Letter • Certified True Copy of the Transfer Certificate of Title • Certified True Copy of Updated Tax Declaration • Original Updated Real Property Tax Clearance • Property Lot Plan or Vicinity Map with Pictures (Optional) • As-Built Plans of Improvements (if applicable) | | Registered Owner/s | | |
| | | Registry of Deeds | | |
| | | Office of the City Assessor | | |
| | | City Treasurer's Office | | |
| | | Registered Owner/s | | |
| | | Registered Owner/s | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Prepare and submit the Letter of Intent to Sell or Offer Letter, along with required supporting documents, | Reception of Documents | None | 1 day | Land Banking / Planning Officer |

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| to the City Planning and Development Department. | | | | |
| 2. Respond promptly to requests for information, provide additional documents as requested, and rectify errors in documents as needed. | Document Review | None | 10 days | Land Banking / Planning Officer |
| 3. Await referral of the property to the City Assessor's Office for appraisal and engage in price negotiations until an initial agreement is reached. | Initial Appraisal and Negotiation | None | 30 days | Land Banking / Planning Officer |
| 4. Allow City representatives access to the property for site inspection. If applicable, comply with any additional assessment requests from the City Architect, Department of Engineering, or Housing Department. | Property Assessment and Site Inspection | None | 7 days | Land Banking / Planning Officer |
| 5. Wait for the property to be scheduled for discussion by the City Appraisal Committee. If the City's formal price offer is acceptable, provide written confirmation of acceptance. If declining the offer, participate in further negotiations. Once a final price is agreed upon, wait for the Appraisal Resolution to be processed and signed. | City Appraisal Committee Valuation (conclusion depends on the pace of the negotiations) | None | | City Appraisal Committee |
| 6. Wait for the City Mayor, City Council, and other necessary offices to approve the purchase. | Request for Approval and Authority (response may take up to 90 days on average) | None | *1 day | Land Banking / Planning Officer |

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|--|--|------|-----------------|---------------------------------------|
| 7. Review the draft Deed of Absolute Sale or Contract to Sell from the City Legal Department. Sign and return the Deed of Absolute Sale or Contract to Sell. | Draft / Review of Deed of Sale | None | 1 day | Land Banking / Planning Officer |
| 8. Await final approval and signing by the City Mayor. Receive a copy of the signed Deed of Absolute Sale. | Endorse the Deed of Sale signed by Client to the Office of the City Mayor for the Mayor's signature (response may take up to 30 days on average) | None | *1 day | Land Banking / Planning Officer |
| 9. Wait for confirmation of fund availability and payment schedule. If needed, provide necessary financial details for disbursement processing. Receive the down payment. | Request Budget Appropriation and Payment (response may take up to 10 days on average) | None | *1 day | Land Banking / Planning Officer |
| 10. Assist with any required documentation for property transfer. Settle all applicable taxes and fees (e.g., Capital Gains Tax), if any Receive notification once the property title is transferred to the City Government. | Request the Transfer of the Title and Tax Declaration to the City (processing may take up to 90 days on average) | None | *1 day | Land Banking / Planning Officer |
| 11. Receive the final payment. | Endorsement of Final Payment and Closing of Account | None | 1 day | City Planning and Development Officer |
| Total | | | 54 days* | |

*Note: * time may differ depending on the complexity of the request/proposal*