

REAL PROPERTY TAX CLEARANCE

Clearance used for the transfer of property ownership, loan and for verification purposes.

Office Address	:	The City Hall, 1 st Floor, City Hall Annex Building City Treasurer's Office, Capistrano-Burgos Streets Cagayan de Oro City
Contact No.	:	088 857 5044, 088 857 5043
Email Address	:	citytreasurer.cagayandeoro@gmail.com
Frontline Personnel	:	Ms. Arsenia Ocular
Frontline Supervisor	:	Ms. Evelyn E. Labis
Office Head	:	Mr. Glenn C. Bañez, MPA, Ph.D.
Client/s	:	Real property owners in Cagayan de Oro City
Requirement/s	:	Accomplished Request form Latest official receipt for existing property (land Improvement and machinery) or tax declaration for newly acquired property
Schedule	:	Monday to Friday, 8:00 AM to 5:00 PM Saturday, 9:00 AM to 3:00 PM
Fee/s	:	P150.00 Certification fee
Duration	:	17 - 27 minutes

HOW TO AVAIL OF THE SERVICE:

STEP	CLIENT ACTION	LGU ACTION	OFFICE OR UNIT AND PERSON RESPONSIBLE	LOCATION OF SERVICE	DURATION OF SERVICE
1	Accomplish and submit request form with O.R. of updated real property tax payments	Verify real property tax payment and inform client of required clearance fee	Frontline Personnel, Realty Tax Division	1 st Floor City Hall Annex Building (City Treasurer's Office)	10-15 minutes

STEP	CLIENT ACTION	LGU ACTION	OFFICE OR UNIT AND PERSON RESPONSIBLE	LOCATION OF SERVICE	DURATION OF SERVICE
2	Pay the required clearance fees	Issue official receipt	Revenue Collector, Business Tax Division	1 st Floor City Hall Annex Building (City Treasurer's Office)	3 minutes
3	Submit official receipt	Prepare the tax clearance certificate and secure signature of Chief, Realty Tax Division	Frontline Personnel, Chief, Realty Tax Division, Assistant City Treasurer		3-5 minutes
4	Claim the Real Property Tax Clearance and acknowledge receipt	Release the Certificate	Frontline Personnel, Realty Tax Division		30 sec