

## 1. Issuance of Official Receipt for Tax on Transfer of Real Property Ownership

This tax is imposed on the transfer of title to property from one entity to another and must be paid by the seller, donor, transferor, executor or administrator. The Register of Deeds of the Province of Davao del Norte shall require presentation of the evidence of payment of the said tax (official receipt) before registering any deed and also the Provincial Assessor before canceling an old tax declaration and issuing a new one.

<b>Office or Division:</b>	Provincial Treasurer's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G, G2C, G2B			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Deed of Sale/Deed of Donation/Extra-judicial Settlement of Estate and other conveyances – (1 original)		Any Notary Public		
2. Tax Declaration (Current Revision)- (1 original)		Provincial/ Municipal Assessor		
3. Field Appraisal and Assessment Sheet (FAAS) – (1 original)		Provincial/Municipal Assessor		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client presents to the PTO – Revenue Division the following documents:  1.1 Deed of Sale or Deed of Donation or Extra-Judicial Settlement among heirs with partition and other conveyances; and	1.1 Receives/reviews/examines the documents presented.	60% of 1% (.0060) of <b><u>Market Value</u></b> or the <b><u>total consideration</u></b> involved or whichever is higher	(Under Normal circumstances)  1 minute	<i>Local Revenue Collection Officer</i> Provincial Treasurer's Office

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.2 Tax Declaration (current revision); or	1.2 Computes the transfer fee tax based on the market value of the property and the sum in consideration, whichever is higher;	25% penalty for tax due in failure to pay the tax within 60 days from the date of the notarization of the deed 20% interest rate per annum for unpaid amount of tax from the date prescribed for payment	(Under Normal circumstances) 1 minute	<i>Local Revenue Collection Officer</i> Provincial Treasurer's Office
1.3 Field Appraisal and Assessment Sheet (FAAS).	1.3 Advises client to pay		1 minute	<i>Local Revenue Collection Officer</i> Provincial Treasurer's Office
2. Pays to the Local Revenue Collector	Receives payment, checks the Official Receipt issued		1 minute	<i>Local Revenue Collection Officer</i> Provincial Treasurer's Office
3. Receives original copy of Official Receipt and document presented	Releases the original copy of Official Receipt and documents presented		1 minute	<i>Local Revenue Collection Officer</i> Provincial Treasurer's Office
<b>TOTAL:</b>			<b>5 minutes</b>	