

2015			2016		
Step No.	Days	Description	Step No.	Days	Description
1	4	Check against encumbrances and obtain certified true copy of the land title from the Register of Deeds (RD)	1	4	Check against encumbrances and obtain certified true copy of the land title from the Register of Deeds (RD)
2	1	Prepare the notarized deed of sale and related documents	2	1	Prepare the notarized deed of sale and related documents
3	1	Obtain certified true copy of latest tax declaration and certificate of “with improvement” from the City Assessor’s Office (CAO)	3	*simultaneous	*Obtain certified true copy of latest tax declaration and certificate of “with improvement” from the City Assessor’s Office (CAO) *Obtain tax clearance certificate of real property taxes from the Land Tax Division of the City Treasurer’s Office (CTO) *Pay the transfer tax at the CTO
4	2	Obtain tax clearance certificate of real property taxes from the Land Tax Division of the City Treasurer’s Office (CTO)	4	1	Pay documentary stamp tax and final capital gains tax for the transfer of real property
5	1	Pay documentary stamp tax and final capital gains tax for the transfer of real property	5	5-10 days	Obtain Certificate Authorizing Registration (CAR) from the Bureau of Internal Revenue (BIR)
6	14	Obtain Certificate Authorizing Registration (CAR) from the Bureau of Internal Revenue (BIR)	6	10	Apply for registration with the Register of Deeds
7	1	Pay the transfer tax at the CTO	7	2	Obtain new tax declaration over the building and the land in the name of buyer from CAO
8	10	Apply for registration with the Register of Deeds			
9	2	Obtain new tax declaration over the building and the land in the name of buyer from CAO			
9 steps	35 days	TOTAL	7 steps	28 days	TOTAL