

REGISTERING PROPERTY

2013 Procedures				2013-2014 Target			2013-2014 Accomplishments			2014-2015 Target			2014-2015 Accomplishments		
STEP NO.	DAYS	DESCRIPTION	AGENCY	STEP NO.	DAYS	DESCRIPTION	STEP NO.	DAYS	ACCEPTED OR REJECTED	STEP NO.	DAYS	DESCRIPTION	STEP NO.	DAYS	ACCEPTED OR REJECTED
1	1	Prepare the notarized deed of sale and related documents	LRA	1	1	Retained	1	1		1	1	Retained			
2	1	Obtain certified true copy of latest tax declaration and certificate of "with improvement" from the City Assessor's Office (CAO)	LGU	2	1	Retained	2	1		2	1	Retained			
3	2	Obtain tax clearance certificate of real property taxes from the Land Tax Division of the City Treasurer's Office (CTO)	LGU	3	2	Retained	3	2		3	2	Retained			
4	21	Obtain Certificate Authorizing Registration (CAR) from the Bureau of Internal Revenue (BIR)	BIR	5	1	Interchange 4 and 5	5	1	Accepted	5	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	BIR	4	5		4	21		6	5	Obtain Certificate Authorizing Registration (CAR) from the Bureau of Internal Revenue (BIR)			
6	1	Pay the transfer tax at the CTO	LGU	6	1	Retained		1		4	1	Identified as new step 4			

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7	10	Apply for registration with the Register of Deeds	LRA	7	10	Retained	7	10		7	5				
8	2	Obtain new tax declaration over the building and the land in the name of buyer from CAO	LGU	8	2	Retained	8	2		-	-	No longer required			
8	39	TOTAL		8	23	TOTAL	8	39	TOTAL	7	16	TOTAL			