

**CASSO RTF NO.: 01**  
 REPUBLIC OF THE PHILIPPINES  
 CITY OF BAGUIO- OFFICE OF THE CITY ASSESSOR  
**DUE DATE:** \_\_\_\_\_

**JOB ORDER NO:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**REQUEST FOR HOUSE/ BUILDING ASSESSMENT**

- NEW ASSESSMENT  
 RE- ASSESSMENT

**ARP #:** \_\_\_\_\_  
 \_\_\_\_\_

**INITIAL INSTRUCTION/SPECIFIC REQUEST:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>REQUESTER'S NAME:</b> <u>FIRST NAME</u> <u>MIDDLE NAME</u> <u>SURNAME</u>	<b>NAME OF OWNER:</b> <u>FIRST NAME</u> <u>MIDDLE NAME</u> <u>SURNAME</u>
	<b>MARRIED TO:</b>
<b>COMPLETE ADDRESS:</b>	<b>COMPLETE BILLING/MAILING ADDRESS:</b>
<b>CONTACT NUMBER:</b>	<b>LOCATION OF PROPERTY:</b>
<b>SIGNATURE/RELATIONSHIP TO OWNER:</b>	

**CHECKLIST OF REQUIRED DOCUMENTS**

**BUILDING/ HOUSE ASSESSMENT**

- (4) DIFFERENT PICTURES IN A LONG BOND PAPER (COLORED) - PASTED/ PRINTED
  - PICTURE OF HOUSE WITH THE OWNER
  - EXTERIOR VIEW OF WHOLE HOUSE (FRONT) AND ALL SIDES
  - INTERIOR VIEW WHICH SHOWS FLOORING, CEILING AND WALLS
- LOT TAX DECLARATION/ TITLE (OPTIONAL)
- PHOTOCOPY OF CEDULA (PRESENT YEAR)/ ANY VALID GOVERNMENT I. D WITH PHOTO
- SWORN STATEMENT
- BARANGAY CERTIFICATE INDICATING HOUSE OWNERS' NAME, YEAR WHEN HOUSE WAS BUILT AND COMPLETED/OCCUPIED
- BUILDING PERMIT/ OCCUPANCY PERMIT
- AS BUILT FLOOR PLAN
- TAX DECLARATION OF THE BUILDING (OLD)

OTHERS: \_\_\_\_\_

**A. IF APPLICATION IS PROCESSED BY A REPRESENTATIVE:**

- OWNER'S AUTHORIZATION LETTER
- PHOTOCOPY OF OWNER'S VALID I.D WITH PHOTO
- PHOTOCOPY OF REPRESENTATIVE'S VALID I.D WITH PHOTO

**B. OTHERS (FOR OLD BUILDING)**

MOTHER'S NAME: \_\_\_\_\_

FATHER'S NAME: \_\_\_\_\_

SPOUSE'S NAME: \_\_\_\_\_

MOTHER-IN-LAW'S NAME: \_\_\_\_\_

FATHER-IN-LAW'S NAME: \_\_\_\_\_

**C. EXAMINATION & ACCEPTANCE OF DOCUMENTS**

NAME/ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**ADMINISTRATIVE DIVISION**

NAME/ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

REMARKS:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**B. TAX MAPPING AND IDENTIFICATION DIVISION (TMD-TMDH)**

**PIN/ BRGY:** \_\_\_\_\_ **TMDH BY:** \_\_\_\_\_

REMARKS:  
 \_\_\_\_\_

**JOHN MILTON B. DATIC**  
 TAXMAPPER III

**C. ASSESSMENT AND APPRAISAL DIVISION (ADAP-ADCOD)**

**DATE INSPECTED:** \_\_\_\_\_ **ADAP BY:** \_\_\_\_\_

REMARKS:  
 \_\_\_\_\_

**RUTH VIVIAN B. ESTIOKO**  
 LAOO IV

**D. REVIEW OF REAL PROPERTY ASSESSMENT (ACA)**

REMARKS:  
 \_\_\_\_\_

**NORMITA B. RAMON**  
 ASSISTANT CITY ASSESSOR

**E. APPROVAL OF REAL PROPERTY ASSESSMENT (CA)**

REMARKS:  
 \_\_\_\_\_

**MARIA ALMAYA C. ADDAWE**  
 CITY ASSESSOR

**F. ACKNOWLEDGMENT OF DOCUMENTS FROM THE CITY ASSESSOR AND THE ISSUANCE OF NOTICE OF ASSESSMENT AND ARP FOR MAILING/ DELIVERY.**

**DOCUMENTS RECEIVED BY:** \_\_\_\_\_  
 (NAME AND SIGNATURE)

REMARKS:  
 \_\_\_\_\_

**JESUSA C. ESCOLASTICO**  
 LAOOIV

RELEASE OF OWNER'S COPY OF ARP AUTHORIZED AND DOCUMENTS FILED FOR RECORD PURPOSES

**NOTE: ADDITIONAL DOCUMENTS OTHER THAN STATED ABOVE MAY BE REQUIRED IF FOUND NECESSARY AFTER EVALUATION. REVISED AUG2021. D.B.SAPLA**