

# **PROPERTY APPRAISAL DIVISION**

## ***BASIC FUNCTION***

The Property Appraisal Division (PAD) is in-charge of the administration of real property appraisal and assessment of Real Properties, including formulation of technical rules and operational guidelines pertaining thereto, guided by existing assessment rules and regulations.

More particularly, their main function is focused on the assignment –on every parcel of land as well as improvements thereon– a current and fair market value prevailing in the locality where the property is situated, and corresponding assessment level in order to arrive at an assessed value for each land and improvement, for tax collection purposes.

At present, there are three (3) units comprising the Property Appraisal Division namely the Land Appraisal Unit; the Improvement or Building Appraisal & the Machinery Appraisal Unit, both having their respective technical personnel assigned.

## ***SERVICES***

### ***A) Land Appraisal***

- Computation of land assessments for taxation purposes, involving the following transactions:
  - Transfer of Ownership
  - Segregation/Subdivision of Land Parcel
  - Consolidation/Segregation w/ transfer
  - General Revision
- Determination of valuation of newly established subdivision according to its development and class as a basis for taxation.
- Identification of land classification and kinds based on actual use (residential, commercial, industrial, special class, governmental and exempt properties)
- Revalidation and confirmation of data on tax declaration for encoding.

### ***B) Building/Improvement Appraisal***

- Assessments of new buildings/other structures for taxation purposes;
- Identification of improvement classification and kinds based on actual use (residential, commercial, industrial, special class, governmental and exempt properties);
- Reassessment of existing improvements due to additional area or renovation;
- Building Reclassification based on actual use;
- Cancellation of records of improvements due to demolition/fire
- Data Validation and confirmation for encoding purposes.

### C) Machinery Appraisal

- Assessments of new machineries for taxation purposes;
- Identification of machinery classification and kind based on actual use (residential, commercial, industrial, special class);
- Reassessment of existing machineries due to partial retirement;
- Cancellation of records of machinery due to non-operation or retirement;
- Data Revalidation and confirmation for encoding purposes.

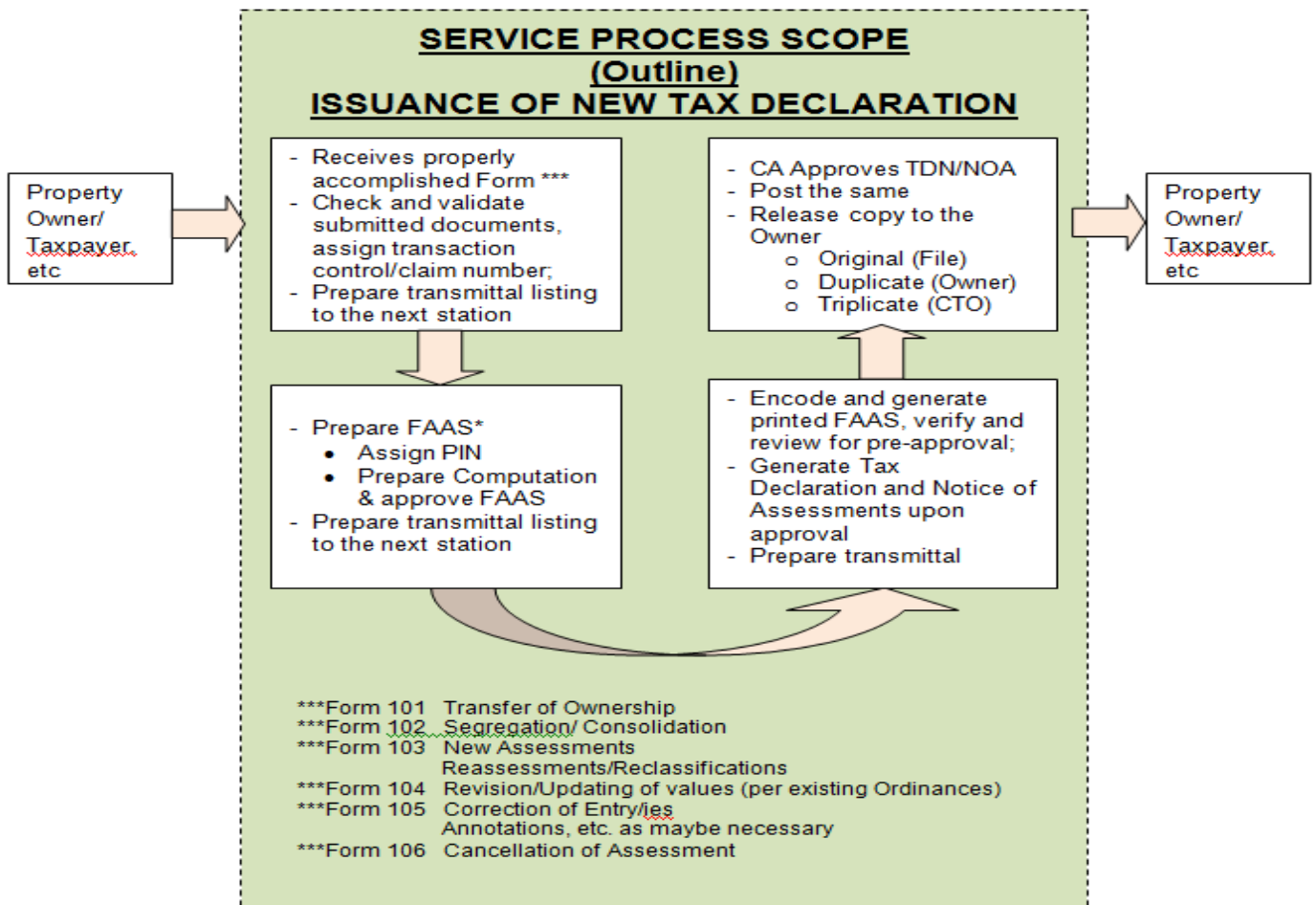
#### Schedule of Availability of Service

**Days :** Monday – Friday  
**Hours :** 8:00 a.m. – 5:00 p.m., no noon break

**Who May Avail of the Service :** All Quezon City real property owners/taxpayers, buyers, brokers, consultants, realtors/developers and other parties of interest

**Documentary Requirements :** As stated in the respective Application forms and the Office' Citizens Charter

**Processing Period :** 3-7 or more days depending on the number of parcels/ real property units (RPU) involved and the complexity of transaction involved, service process is outlined as follows:



Last updated: July 15, 2015