

CITIZEN'S CHARTER

FRONTLINE SERVICE : **ISSUANCE OF REAL PROPERTY TAX ORDER OF PAYMENT (RPTOP)**

REQUIREMENTS : ▶ Previous Real Property Tax Receipts
▶ Name of the Owner and location of property (in case the previous RPT Receipts and/or Tax Declaration are not available)

FEES/CHARGES : ▶ None

DURATION : ▶ 10 minutes

HOW TO AVAIL THE SERVICE :

STEP

1 →

Taxpayer presents previous tax receipt to any of City Assessor's Windows A, B, C or D

2 →

Receiving and checking of previous tax receipt

3 →

Printing of RPTOP

4 →

Review and verification of the requested RPTOP

5 →

Issuance of RPTOP and advise the Client to proceed to City Treasurer's Office (CTO) for payment of Real Property Tax

