**STEPS IN REGISTRATION OF PROPERTY**

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| **No.** | **PROCEDURE** | **TIME TO COMPLETE** | **ASSOCIATED COSTS** |
| **1** | Prepare the notarized deed of sale and related documents. | 1 day | 1.5% property value, including PHP 100 for notarization alone |
| While the deed of sale can be prepared by anyone, it must be executed before and notarized by a notary public. In many instances, the notary public drafts the deed of sale and conducts the whole process on behalf of the parties.  |
| In addition to the deed of sale, the Register of Deeds also requires both the buyer and the seller to submit notarized secretary’s certificates containing the resolution of their board of directors approving the sale. The buyer must also produce a certificate from the Securities and Exchange Commission(SEC) stating that its articles of incorporation have been registered with the SEC. |
| **2** | Obtain certified true copy of latest tax declaration and certificate of “with improvement” from the City Assessor’s Office(CAO) | 1 day | PHP 100 |
| The seller obtains a certified true copy of the latest tax declaration from the Assessor’s Office of Manila. |
| ***Agency:*** Assessor’s Office |
| **3** | Pay documentary stamp tax and creditable withholding tax(CWT) at an authorized agent bank(AAB) | 1 day | 1.5% of property value (Documentary Stamp Tax) |
| The seller files the Documentary Stamp Tax return and Capital Gains Tax return with the authorized agent bank in the Revenue District of Manila. This is done within 5 days after the close of the month when the taxable document was signed or within 30 days after the sale, whichever is earlier. The taxes are paid at the authorized bank to the account of Bureau of Internal Revenue. The Capital Gains Tax is 6% of capital gains based on selling price, fair market value or zonal value, whichever is higher. |
| **3** | The Documentary Stamp Tax is 1.5% based on selling price or fair market value, whichever is higher. The seller may opt to have the taxing authority assess and compute the Capital Gains Tax and the Documentary Stamp Tax prior to payment to ensure accuracy of the amount of taxes due. | 1 day | 1.5% of property value (Documentary Stamp Tax) |
| The documentation shall include: |
| Original copy and photocopy of notarized deed of sale of building(obtained in Procedure 1) |
| Certified true copy of transfer certificate of title(in the name of seller) |
| Certified true copy of latest tax declaration (in the name of seller) (obtained in Procedure 2) |
| Photocopy of the latest realty tax receipt |
| Letter-request |
| Identification card of the person requesting |
| Prior to payment, applicant accomplishes BIR forms 2000-OT and 1606 sheets prepared by the BIR ONETT team. The applicant files the DST return and CWT return and pays the taxes at the AAB of the Revenue District Office. Payment must be made through either a manager’s check or cashier’s check within 5 days after the close of the month when the taxable document was signed or within 30 days from the sale, whichever is earlier. |
| Upon receipt of proof of tax payment from the taxpayer/applicant, the BIR immediately issues a claim slip. |
| ***Agency:*** Bank |
| **4** | Obtain Certificate Authorizing Registration(CAR) from the Bureau of Internal Revenue(BIR) | Up to 14 days | PHP 115 |
| The Certificate Authorizing Registration (CAR) is a certification issued by the BIR that the transfer and conveyance of the property was reported and the taxes due have been fully paid. |
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| **4** | The taxpayer/applicant must submit the following documents to the BIR: | Up to 14 days | PHP 115 |
| 1. Tax identification number(TIN) of seller and buyer;
2. Notarized deed of absolute sale/document of transfer, but only photocopied document shall be retained by the BIR;
3. Certified true copy of the latest tax declaration issued by the City Assessor’s Office for the land and improvement applicable to the taxable transaction:
4. Owner’s copy(for presentation purposes only) and photocopy(for authentication) of the Original Certificate of the Title(OCT), or the certified true copy of the Transfer Certificate of Title(TCT);
5. Sworn declaration of “with improvement” by at least one (1) of the transferees, of certificate of “with improvement” issued by the City Assessor’s Office.
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| All documents submitted must also include 2 photocopies. |
| The Certificate Authorizing Registration that will be released will be accompanied by the following documents: |
| The Original copy of Deed of Absolute Sale stamped received by the BIR. |
| Original Copies of the BIR Return Forms 1706(CGT) and 2000(DST) stamped received by the BIR |
| ***Agency:*** Bureau of Internal Revenue(BIR) |
| **5** | Obtain tax clearance certificate of real property taxes from the Land Tax Division of the City Treasurer’s Office(CTO) | 1-3 days | PHP 75 |
| The seller, after paying any arrears, obtains a tax clearance certificate from the CTO. |
| The documentation shall include an original of the receipt evidencing payment by seller of realty taxes. |
| ***Agency:*** Land Tax Division of the City Treasurer’s Office |
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| **6** | Pay the transfer tax of the CTO | 1 day | 0.75% of property price(transfer tax) + PHP 125(certificate of payment) |
| The transfer tax must be paid at the CTO |
| The documentation shall include: |
| 1. Certificate Authorizing Registration from the Bureau of Internal Revenue(obtained in Procedure 4);
2. Tax clearance certificate from the Treasurer’s Office of Manila(obtained in Procedure 5);
3. Official receipt of the Bureau of Internal Revenue (for documentary stamp tax)(obtained in Procedure 4).
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| ***Agency:*** Land Tax Division of the City Treasurer’s Office |
| **7** | Obtain new tax declaration over the building and the land in the name of buyer form CAO | 3 days | No cost |
| The buyer applies with the Assessor’s Office of Manila for the issuance of a new tax declaration over the building in his name. |
| The documentation shall include: |
| Photocopy of notarized deed of sale of building (obtained in Procedure 1) |
| Certified true copy of latest tax declaration (in the name of seller) (obtained in Procedure 2) |
| Certificate authorizing registration from the Bureau of Internal Revenue (obtained in Procedure 4) |
| Realty tax clearance from the Treasurer’s Office of Manila (obtained in Procedure 5) |
| Photocopy of official receipt of transfer tax payment (original copy to be presented) (obtained in Procedure 6) |
| ***Agency:*** Assessor’s Office – City Government |
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| **8** | Apply for registration with the Register of Deeds of Manila. | About 10 |  |
| The buyer applies for registration with the Register of Deeds of Manila. |
| The documentation shall include: |
| 1. Deed of sale
2. The Entry clerk receives and enters all documents in the primary Entry Book (Judicial form No. 39) and notes therein the day, hour and minute of reception of all instrument I order in which they are received.
3. Documents are then brought to the Registrar of Deeds (RD) of Deputy Register of Deeds for assignment.
4. Documents/Titles are assigned by the RD to the Land Registration Examiner (LRE) who prepares computations and order of payment of registration fees.
5. Pay registration fee to the cashier, who shall issue official receipt. Fixed fees are computed based on a schedule of fees approved by the Department of Justice.
6. Upon the payment of fees, the document is forwarded to the LRE who reviews the same and determines whether or not it is ready to register. The owner’s copy of the title is compared to the title on file, produced by Records Officer/Vault keeper.
7. If the instrument is not ready to registered, the LRE recommends its denial to the RD. If the instrument is ready, the LRE likewise recommends to the RD the registration of the documents through routing slip.
8. RD reviews examination, and once same is approved, assigns documents to the clerk for action, with instruction on the route slip.
9. If the transaction involves issuance of title, Records Officer/Judicial Form Custodian records the transaction in the logbook releases sets of title forms (judicial form) and assigns the corresponding title control number to the set of titles issued to the action clerk.
10. Assigned employee acts on the documents, as instructed.
11. Final registration – RD signs titles and documents.
12. Release of documents – by the releasing clerk to the buyer who should be ready with ID and copies of official receipts of the registration fees.
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| ***Agency:*** Register of Deeds |