

102. Payment of Real Property Taxes

- ❖ Annual Real Property Tax dues of Land, Buildings and Machineries must be paid by the persons having legal interest over the Real Properties.

- ❖ Real Property Tax payments were made/collected at the Real Property Tax Division of the City Treasurer's Office, Ground Floor, Pasay City Hall Building.
- ❖ Real Property Taxpayers may opt to pay in an annual or quarterly basis.
- ❖ Advance Payments are granted discounts.

QUARTERLY DEADLINES OF PAYMENT

- 1st Quarter** On or before March 31
- 2nd Quarter** On or before June 30
- 3rd Quarter** On or before September 30
- 4th Quarter** On or before December 31

Office or Division:	City Treasurer's Office (CTO)/Real Property Tax Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business			
Who may avail:	Real Property Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal/Representative				
Latest Real Property Tax Declaration (1 photocopy)		City Assessor's Office		
Latest Real Property Tax Payment/Official Receipt (1 photocopy)		Real Property Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements at the RPT Division, CTO.	1. Verify submitted document, print, sign and issue Real Property tax bill.	None	3 Minutes	MA. THELMA G. FORDAN <i>Tax Mapping Aide,</i> (CTO)
2. Present tax bill to assigned teller at the payment counter, and pay real property tax due.	2. Issue official receipt to the taxpayer.	<i>Please refer to the formula and table of fees below</i>	5 Minutes	<i>Land Tax Tellers</i> 1 – 4 (CTO)
TOTAL:			8 Minutes	

TAXES:

- **Basic Real Property** = Fair Market Value x Assessment Level x Basic Tax Rate
- **Residential 1.5%**
 - **Commercial 2.0%**
- **Additional Tax (Special Education Fund (SEF))** = Fair Market Value x Assessment Level x 1.00%

FAIR MARKET VALUE:

- Based on the Schedule of Fair Market Values proposed by the City Assessor and approved by the Sangguniang Panlungsod. Ordinance No. 5754, s-2016 dated October 27, 2016

ASSESSMENT LEVEL:**ON LAND**

Type	Assessment Level
• Residential	20%
• Agricultural	40%
• Commercial	50%
• Industrial	50%

ON BUILDING AND OTHER STRUCTURES:

Fair Market Value	Assessment Level			
	Residential	Agricultural	Commercial/ Industrial	Timberland
PHP 175,000.00 – PHP 300,000.00	10%	25%	30%	45%
PHP 300,000.00 – PHP 500,000.00	20%	30%	35%	50%
PHP 500,000.00 – PHP 750,000.00	25%	35%	40%	55%
PHP 750,000.00 – PHP 1,000,000.00	30%	40%	50%	60%
PHP 1,000,000.00 –	35%	45%	60%	65%

PHP 2,000,000.00				
PHP 2,000,000.00 – PHP 5,000,000.00	40%	50%	70%	70%
PHP 5,000,000.00 – PHP 10,000,000.00	50%		75%	
PHP 10,000,000.00	60%		80%	

DISCOUNT AND PENALTIES:

<ul style="list-style-type: none"> • Prompt payment (paid on or before the Deadline) 	<ul style="list-style-type: none"> - 6.5% discount is given if paying for the whole current year and payment is made in January - If paying quarterly, 5% discount is given in the first month of the quarter
<ul style="list-style-type: none"> • Advance payment (if real property tax for the ensuing year/s is paid on or before October 31 or November or December of the current year) 	<ul style="list-style-type: none"> - 15% discount is given if paid on or before October 31 - 10% discount is given if paid in the months of November or December
<ul style="list-style-type: none"> • Failure to pay tax 	<ul style="list-style-type: none"> - 2% interest per month of the unpaid amount or fraction thereof, but total interest shall not exceed 36 months or equivalent to a maximum of 72%