



***CITIZEN'S CHARTER***  
***Head Office External Services***

***6. Appraisal Services***

# 6.Appraisal Services

LBRDC Appraisal Services Department offers appraisal services to government agencies that need valuation of their properties or acquired assets.

**Office/Division:** Appraisal Services Department

**Classification:** Simple

**Type of Transaction:** G2B – Government to Business Entity

**Who may avail:** Companies (Agency)

# 6.Appraisal Services

## Checklist Requirements

Terms of Reference & Memorandum of Agreement

Notice to Proceed and Authority to Inspect

Pertinent documents for appraisal such as photocopies of Titles & Tax Declaration

## Where to Secure



Companies (Agency)

Companies (Agency)

Companies (Agency)



# 6. Appraisal Services

<i>CLIENT STEPS</i>	<i>AGENCY ACTION</i>	<i>FEES TO BE PAID</i>	<i>PROCESSING TIME</i>	<i>PERSON RESPONSIBLE</i>
1. Request for a quotation of Appraisal Services	Make a quotation based on the list of properties submitted by the client	None	1 Day	Real Estate Appraiser 25th Floor, LBRDC, Office Land Bank Plaza
2. Submit draft Terms of Reference and Memorandum of Agreement	Review the terms of Reference & Memorandum of Agreement. Submit it to OGCC	None	5 Days	Real Estate Appraiser & Legal Officer, 25th Floor LBRDC Office, Land Bank Plaza
3. Submit Notice to Proceed and Authority to Inspect	Review the documents and distribute the subject property to the appraiser	None	1 Day	Real Estate Appraiser, 25th Floor LBRDC Office, Land Bank Plaza
4. Submit documents such as photocopies of titles and tax declaration	Review the documents and plot the property using AutoCAD	None	1 Day	Real Estate Appraiser & Draftsmen, 25th Floor LBRDC Office, Land Bank Plaza
5.	Conduct Ocular Inspection on the subject property and Coordinate with the respective Local Government Unit	None	3 to 5 days (for simple property)	Real Estate Appraiser, 25th Floor LBRDC Office, Land Bank Plaza
6.	Make an appraisal Report and submit it to the reviewer	None	3 to 5 days	Real Estate Appraiser, 25th Floor LBRDC Office, Land Bank Plaza
7.	Submit the appraisal report to the client	None	1 Day	Appraisal Personnel

**TOTAL**

**None**

**19 days**

