



REPUBLIC OF THE PHILIPPINES
CITY ASSESSOR'S OFFICE
Ground to 3rd Floor, Civic Center Building B
City Hall Compound, Quezon City



CITIZEN'S CHARTER

A.1 Frontline Services

We are committed to maintain the integrity and reliability of our existing real property assessment database, which form part of the Quezon City Real Property Assessment and Taxation System (QCRPATS) to which we base the billing and collection of real property taxes.

Foremost among the various services extended to our clientele are the declaration and certification of real property assessment records, as already detailed in our Citizen's Charter.

About the Tax Declaration

Tax Declaration is a document that reflects the value of real property (Land, Building/Improvement or Machinery) for purposes of Real Property Tax, assessed against the owner/taxable person or entity, as authorized under the Local Government Code (RA 7160), implemented through City Ordinance No. SP-91, S-1993, as amended, or The Quezon City Revenue Code of 1993.

The Owner's Copy of a tax declaration is issued upon registration of transfer of ownership of real property from the previous owner to a new owner, or upon declaration of new building or improvement and machinery. Under existing laws, **it is the duty of all persons acquiring property to declare the same with the City Assessor's Office within a period of sixty (60) days from the issuance of its Transfer Certificate of Title (TCT) or Condominium Certificate of Title (CCT).**

Tax Declaration can also be issued for other transactions such as:

- (i) Segregation/Consolidation
- (ii) New Assessments
- (iii) Reassessments/Reclassifications
- (iv) Revision of values (per existing Ordinances)
- (v) Correction of Entry/ies
- (vi) Annotations, etc. as maybe necessary



REPUBLIC OF THE PHILIPPINES
CITY ASSESSOR'S OFFICE
Ground to 3rd Floor, Civic Center Building B
City Hall Compound, Quezon City



A.1.1 REQUEST FOR ISSUANCE OF NEW TAX DECLARATION

A.1.1.a Transfer of Ownership

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/tax payers, buyers, brokers, Consultants, realtors/developers and other parties of interest

Documentary Requirements :

- Properly Filled-up FORM 101(QCG-CAO-QP/SOI-B01-v03)
 - Transfer Certificate of Title/Condominium Certificate of Title
 - Present original or authenticated copy from Registry of Deeds
 - Certified true copy of previous Transfer Certificate of Title/Condominium Certificate of Title
 - Deed of Conveyance (Secretary Certificate is required, if seller is a corporation)
 - _____ Deed of Sale/Donation
 - _____ Deed of Exchange
 - _____ Extrajudicial settlement of estate
 - _____ Affidavit of Self Adjudication (sole heir)
 - _____ Deed of Conditional Sale
 - _____ Others (Specify) _____
- Note: In case the foregoing documents are no longer available, please submit:*
- LRA Certification
 - Notarized Affidavit of Loss
- Copy of latest tax declaration
 - Transfer tax receipt (original or certified copy from CTO & photo copy)
 - Seller's Business Tax Receipt/Business Permit (original & photo copy)
 - Electronic-Certificate Authorizing Registration (eCAR), duplicate or photocopy(AO 186, s-2007)
 - Current Realty Tax Clearance-present original; and/or photocopy of latest year full payment
 - Picture of Property (3"x5" colored, photo paper) – frontage/facade showing full view of structure



REPUBLIC OF THE PHILIPPINES
CITY ASSESSOR'S OFFICE
 Ground to 3rd Floor, Civic Center Building B
 City Hall Compound, Quezon City



*****A penalty of P2,000.00 per title shall be imposed for late declaration filed sixty (60) days after the issuance of Transfer Certificate of Title from the Registry of Deeds (Ordinance No.2361, Series of 2014). To show proof of release, submit Acknowledgement Slip or Certification of Release from RD.**

Processing Period : 5 or more days depending on the number of parcels/real property units (RPU) involved and the complexity of Transaction/s involved

How to Avail of the Service :

Step	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY*	PERSON IN CHARGE	FEES	FORM
1	Fills-out application FORM 101(QCG-CAO-QP/SOI-B01-v03) inclusive of all documents required	<ul style="list-style-type: none"> Receives properly accomplished Form Checks and validates submitted documents, assign transaction control/ claim no. and issues claim stub; Prepares transmittal listing to Station 1 	30 mins (Transmitted turned over by batch 10am-12nn-3pm &5pm)	Evaluation & Receiving Staff (Windows 4 & 5)	NONE	Form 101
2		<ul style="list-style-type: none"> Receives, checks & evaluates <ul style="list-style-type: none"> -EDP - Record Validation -ARMD - Confirmation of TD -TMD - PIN validation PAD-Prepares manual FAAS, recommends Inspection Record/control/track Transmits to Stn 2 	2 days	Stn 1 – OSS (EDP, ARMD, TMD and PAD)		
3		<ul style="list-style-type: none"> Validate/verify property record; Check payment Encode FAAS Print FAAS Track & Transmit 	30 mins	Stn 2 – EDP		
4		<ul style="list-style-type: none"> Review & Verify encoded FAAS Recommend editing (if necessary) 	30 mins	Stn 3 – PAD		



REPUBLIC OF THE PHILIPPINES
CITY ASSESSOR'S OFFICE
 Ground to 3rd Floor, Civic Center Building B
 City Hall Compound, Quezon City



		<ul style="list-style-type: none"> Route for Approval Record & Track transaction Transmit 				
5		<ul style="list-style-type: none"> Review & submit FAAS Assign TDN Print/ generate NOA/TD Encode annotations Track and Transmit 	30 mins	Stn 4 – EDP		
6		<ul style="list-style-type: none"> Final review and Pre-Approval Counter-sign on NOA/TD Track and Transmit 	15 mins	Stn 5 – ACA for Operation		
7		<ul style="list-style-type: none"> Approval, Posting and Sorting of TD for release 	30 mins	Stn 6 – CA		
8	Receives new copy of Tax Declaration	<ul style="list-style-type: none"> Releases Tax Declaration through Counter 6 	15 mins	Releasing Clerk (Window 6)		
END OF TRANSACTION						
<i>Note: Owner's copy of Tax Declaration unclaimed within 5 days shall be forwarded to the Record's Section for mailing (within 5 days).</i>						

A.1.1.b Segregation/Consolidation of Lot/Improvement or Building

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/tax payers, buyers, brokers, Consultants, realtors/developers and other parties of interest

Documentary Requirements :

- Properly Filled-up FORM 102 (QCG-CAO-QP/SOI-B02-v03)
- Transfer Certificate of Title/Condominium Certificate of Title
 - Present original or authenticated copy from Registry of Deeds for all parcels involved
- Certified true copy of previous Transfer Certificate of Title/Condominium Certificate of Title



REPUBLIC OF THE PHILIPPINES
CITY ASSESSOR'S OFFICE
Ground to 3rd Floor, Civic Center Building B
City Hall Compound, Quezon City



- Deed of Conveyance (in case of simultaneous transfer)

Secretary Certificate (if the previous owner is a corporation)

- _____ Deed of Sale/Donation
- _____ Deed of Exchange
- _____ Extrajudicial settlement of estate
- _____ Affidavit of Self Adjudication (sole heir)
- _____ Deed of Conditional Sale
- _____ Partition Agreement
- _____ Others (Specify) _____

Note: In case, the foregoing documents are no longer available, please submit:

- LRA Certification
 - Notarized Affidavit of Loss
- Copy of latest tax declaration
 - Transfer tax receipt (original or Certified Copy from CTO & photo copy)
 - Seller's Business Tax Receipt/Business Permit (original & photo copy)
 - Electronic-Certificate Authorizing Registration (eCAR), duplicate or photocopy(AO 186, s-2007)
 - Current Realty Tax Clearance-present original; and/or photocopy of latest year full payment in case of old Tax Clearance
 - Picture of Property (3"x5" colored, photo paper) – frontage/facade showing full view of structure
 - Approved Subdivision Plan

*****A penalty of P2,000.00 per title shall be imposed for late declaration filed sixty (60) days after the issuance of Transfer Certificate of Title from the Registry of Deeds (Ordinance No.2361, Series of 2014).). To show proof of release, submit Acknowledgement Slip or Certification of Release from RD.**

Processing Period*	:	1-5 parcels w/out improvement, 5 days
		1-5 parcels with improvement, 6 days
		6-10 parcels w/out improvement, 8 days
		6-10 parcels with improvement, 10 days
		10-15 parcels w/out improvement, 12 days
		10-15 parcels with improvement, 14 days
		16 and more to be scheduled



REPUBLIC OF THE PHILIPPINES
CITY ASSESSOR'S OFFICE
 Ground to 3rd Floor, Civic Center Building B
 City Hall Compound, Quezon City



How to Avail of the Service :

Step	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY*	PERSON IN CHARGE	FEES	FORM
1	Fills-out application FORM 102(QCG-CAO-QP/SOI-B02-v03) inclusive of all documents required	<ul style="list-style-type: none"> Receives properly accomplished Form Checks and validates submitted documents, assign transaction control/ claim no. and issues claim stub; Prepares transmittal listing to Station 1 	30 mins (Transmittal turned over by batch 10am-12nn-3pm &5pm)	Evaluation & Receiving Staff (Windows 4 & 5)	NONE	Form 102
2		<ul style="list-style-type: none"> Prints property record and latest tax map Researches and checks parcel configuration/platting Conducts ocular inspection (if necessary) Validates, checks & approves for computerized platting Prepares FAAS <ul style="list-style-type: none"> Assign respective PIN Prepare computation and final completion of manual FAAS Prepares transmittal listing to Station 2 	2 days or more depending on lot area and number of parcels	Stn 1 – OSS (EDP, ARMD, TMD and PAD)		
3		<ul style="list-style-type: none"> Validate/verify property record; Check payment Encode FAAS Print FAAS Track & Transmit 	30 mins	Stn 2 – EDP		
4		<ul style="list-style-type: none"> Review & Verify encoded FAAS Recommend editing (if necessary) 	30 mins	Stn 3 – PAD		



REPUBLIC OF THE PHILIPPINES
CITY ASSESSOR'S OFFICE
 Ground to 3rd Floor, Civic Center Building B
 City Hall Compound, Quezon City



		<ul style="list-style-type: none"> Route for Approval Record & Track transaction Transmit 				
5		<ul style="list-style-type: none"> Review & submit FAAS Assign TDN Print/ generate NOA/TD Encode annotations Track and Transmit 	30 mins	Stn 4 – EDP		
6		<ul style="list-style-type: none"> Final review and Pre-Approval Counter-sign on NOA/TD Track and Transmit 	15 mins	Stn 5 – ACA for Operation		
7		<ul style="list-style-type: none"> Approval, Posting and Sorting of TD for release 	30 mins	Stn 6 – CA		
8	Receives new copy of Tax Declaration	<ul style="list-style-type: none"> Releases Tax Declaration through Counter 6 	15 mins	Releasing Clerk (Window 6)		
END OF TRANSACTION						
<i>Note: Owner's copy of Tax Declaration unclaimed within 5 days shall be forwarded to the Record's Section for mailing (within 5 days).</i>						

A.1.1.c New Assessment/Discovery/Reassessment/Reclassification

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 introducing new building or improvement on their lot and/or making improvements thereon; brokers, consultants, realtors/developers and other parties of interest

Documentary Requirements :

- Properly Filled-up FORM 103 (QCG-CAO-QP/SOI-B03-v03), If property owner declaring
- Approved Building Permit
- Approved Building Plan
- Occupancy Permit (if any)



REPUBLIC OF THE PHILIPPINES
CITY ASSESSOR'S OFFICE
 Ground to 3rd Floor, Civic Center Building B
 City Hall Compound, Quezon City



- Photo copy of Tax Declaration (Land Record)
- Certified true copy of latest tax declaration (for re-assessment/reclassification)
- Sworn Statement of owner declaring the property
- Realty Tax Clearance or present original and photo copy of current year full payment (if necessary)
- Picture of property (3" x 5" colored, photo paper) – frontage/facade (showing full view of the structure)

Processing Period : Three (3) working days for single transaction, 3-5 days for more complex ones, e.g. Townhouses, medium-rise buildings, etc.; one (1) week or more, for multiple (500 and above) condominium units

How to Avail of the Service :

Step	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
1	Submits letter-request or properly filled Sworn Statement declaring details of property; Fills-out application Form 103 (QCG-CAO-QP/SOI-B03-v03) for reassessment/reclassification inclusive of all documents required	<ul style="list-style-type: none"> • Receives properly accomplished Form 103 (QCG-CAO-QP/SOI-B03-v03) • Checks and validates submitted documents, assigns transaction control/ tracking no. and issues claim stub • Prepares transmittal listing to Station 1 	15 mins (Transmittal turned over by batch 10am-12nn-3pm &5pm)	Receiving Staff (Windows 4 & 5)	NONE	Form 103
2		<ul style="list-style-type: none"> • Conducts ocular inspection (if necessary) • Prepares FAAS <ul style="list-style-type: none"> - Confirms location & PIN - Prepares computation & final completion of 	1 day or more depending on number of RPUs	Stn 1 – OSS (EDP, ARMD, TMD and PAD)		



REPUBLIC OF THE PHILIPPINES
CITY ASSESSOR'S OFFICE
 Ground to 3rd Floor, Civic Center Building B
 City Hall Compound, Quezon City



		manual FAAS <ul style="list-style-type: none"> • Prepares transmittal listing to Station 2 				
3		<ul style="list-style-type: none"> • Validate/verify property record; • Encode FAAS • Print FAAS • Track & Transmit 	30 mins	Stn 2 – EDP		
4		<ul style="list-style-type: none"> • Review & Verify encoded FAAS • Recommend editing (if necessary) • Route for Approval • Record & Track transaction • Transmit 	15 mins	Stn 3 – PAD		
5		<ul style="list-style-type: none"> • Review & submit FAAS • Assign TDN • Print/ generate NOA/TD • Encode annotations • Track and Transmit 	30 mins	Stn 4 – EDP		
6		<ul style="list-style-type: none"> • Final review and Pre-Approval • Counter-sign on NOA/TD • Track and Transmit 	10 mins	Stn 5 – ACA for Operation		
7		<ul style="list-style-type: none"> • Approval, Posting and Sorting of TD for release 	10 mins	Stn 6 – CA		
8	Receives new copy of Tax Declaration	<ul style="list-style-type: none"> • Releases Tax Declaration through Counter 6 	10 mins	Releasing Clerk (Window 6)		
END OF TRANSACTION <i>Note: Findings as a result of Sec. 204 (Declaration of Real Property by the Assessor) upon actual/ocular inspection, shall originate from the respective Appraisers in-charge, followed by the issuance of corresponding Notice to property owner/s.</i>						



REPUBLIC OF THE PHILIPPINES
CITY ASSESSOR'S OFFICE
 Ground to 3rd Floor, Civic Center Building B
 City Hall Compound, Quezon City



A.1.1.d Correction of Entry

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/tax payers, buyers, brokers, consultants, realtors/developers and other parties of interest.

Documentary Requirements :

(Depends on the information being requested for correction)

- TCTs/CCTs - authenticated/certified copy from RD (For correction of Owner/s' Name, Technical Description, etc.)
- Copy of latest tax declaration
- Realty Tax Clearance or present original and photo copy of current year full payment (if necessary)
- Letter-request of the owner specifying requested correction and purpose for which the document will be used
- Owner's authorization/special power of attorney (for other parties requesting)

Processing Period : Within three (3) working days or earlier for simple transaction/s

How to Avail of the Service :

Step	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
1	Fills-out application Form 104 (QCG-CAO-QP/SOI-B04-v03) inclusive of all documents required	<ul style="list-style-type: none"> • Checks and validates submitted documents; • Receives application, assigns transaction control/ tracking no. and issues claim stub • Prepares transmittal listing to Station 1 	15 mins (Transmittal turned over by batch 10am-12nn-3pm & 5pm)	Receiving Staff (Windows 4 & 5)	NONE	Form 104
2		<ul style="list-style-type: none"> • Prepares FAAS - Confirms location & PIN - Prepares computation & final completion of 	30 minutes (for simple transaction)	Stn 1 – OSS (EDP, ARMD, TMD and PAD)		



REPUBLIC OF THE PHILIPPINES
CITY ASSESSOR'S OFFICE
 Ground to 3rd Floor, Civic Center Building B
 City Hall Compound, Quezon City



		manual FAAS <ul style="list-style-type: none"> • Prepares transmittal listing to Station 2 				
3		<ul style="list-style-type: none"> • Validate/verify property record; • Encode FAAS • Print FAAS • Track & Transmit 	30 mins	Stn 2 – EDP		
4		<ul style="list-style-type: none"> • Review & Verify encoded FAAS • Recommend editing (if necessary) • Route for Approval • Record & Track transaction • Transmit 	30 mins	Stn 3 – PAD		
5		<ul style="list-style-type: none"> • Review & submit FAAS • Assign TDN • Print/ generate NOA/TD • Encode annotations • Track and Transmit 	30 mins	Stn 4 – EDP		
6		<ul style="list-style-type: none"> • Final review and Pre-Approval • Counter-sign on NOA/TD • Track and Transmit 	15 mins	Stn 5 – ACA for Operation		
7		<ul style="list-style-type: none"> • Approval, Posting and Sorting of TD for release 	15 mins	Stn 6 – CA		
8	Receives new/corrected copy of Tax Declaration	<ul style="list-style-type: none"> • Releases Tax Declaration through Counter 6 	15 mins	Releasing Clerk (Window 6)		
END OF TRANSACTION						



REPUBLIC OF THE PHILIPPINES
CITY ASSESSOR'S OFFICE
 Ground to 3rd Floor, Civic Center Building B
 City Hall Compound, Quezon City



A.1.1.e Annotation (Warrant of Levy & Others including TCT/CCT-related Annotations)

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/tax payers, buyers, brokers, consultants, realtors/developers and other parties of interest.

Documentary Requirements :

- TCTs/CCTs → authenticated/certified copy from RD (For TCT/CCT-related Annotations)
- Copy of latest tax declaration
- Realty Tax Clearance or present original and photo copy of current year full payment (if necessary)
- Letter-request of the owner specifying requested Annotation
- Certified copy of court decisions/Warrant of Levy/Cancellation of Warrant, etc. as may be necessary (document supporting request for annotation)
- Owner's authorization/special power of attorney (for other parties requesting)

Processing Period : Within three (3) working days or earlier for simple transaction

How to Avail of the Service :

Step	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
1	Fills-out application Form 105 (QCG-CAO-QP/SOI-B05-v03) inclusive of all documents required	<ul style="list-style-type: none"> • Checks and validates submitted documents; • Receives application, assigns transaction control/ tracking no. and issues claim stub • Prepares transmittal listing to Station 1 	15 mins (Transmittal turned over by batch 10am-12nn-3pm &5pm)	Receiving Staff (Windows 4 & 5)	NONE	Form 105
2		<ul style="list-style-type: none"> • Validates TD & prepare FAAS - Confirms & verify TD - Prepare instruction for 	30 minutes (for simple transaction)	Stn 1 – OSS (EDP, ARMD, TMD and PAD)		



REPUBLIC OF THE PHILIPPINES
CITY ASSESSOR'S OFFICE
 Ground to 3rd Floor, Civic Center Building B
 City Hall Compound, Quezon City



		annotation <ul style="list-style-type: none"> - Confirm PIN - Prepare manual FAAS • Prepares transmittal listing to Station 2 				
3		<ul style="list-style-type: none"> • Validate/verify property record; • Encode FAAS • Print FAAS • Track & Transmit 	30 mins	Stn 2 – EDP		
4		<ul style="list-style-type: none"> • Review & Verify encoded FAAS • Recommend editing (if necessary) • Route for Approval • Record & Track transaction • Transmit 	30 mins	Stn 3 – PAD		
5		<ul style="list-style-type: none"> • Review & submit FAAS • Assign TDN • Print/ generate NOA/TD • Encode annotations • Track and Transmit 	30 mins	Stn 4 – EDP		
6		<ul style="list-style-type: none"> • Final review and Pre-Approval • Counter-sign on NOA/TD • Track and Transmit 	15 mins	Stn 5 – ACA for Operation		
7		<ul style="list-style-type: none"> • Approval, Posting and Sorting of TD for release 	15 mins	Stn 6 – CA		
8	Receives new copy of Tax Declaration with annotation	<ul style="list-style-type: none"> • Releases Tax Declaration through Counter 6 	15 mins	Releasing Clerk (Window 6)		
END OF TRANSACTION						



REPUBLIC OF THE PHILIPPINES
CITY ASSESSOR'S OFFICE
 Ground to 3rd Floor, Civic Center Building B
 City Hall Compound, Quezon City



A.1.1.f Cancellation of Assessment (Total Destruction/Demolition/Cessation of Machinery Operation)

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/tax payers, buyers, brokers, consultants, realtors/developers and other parties of interest.

Documentary Requirements :

- Copy of latest tax declaration
- Realty Tax Clearance or present original and photo copy of latest year RPT payment
- Letter-request of the owner specifying reason for cancellation of assessment
- Demolition Permit (in case of demolition)
- Certification from Fire Department (if razed/destroyed by Fire)
- Barangay Certification (if necessary)
- Owner's authorization/special power of attorney (for other parties requesting)
- Picture of property (3" x 5" colored, photo paper)

Processing Period : Three (3) days

How to Avail of the Service :

Step	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
1	Fills-out application form FORM 106 (QCG-CAO-QP/SOI-B06-v01) inclusive of all documents required	<ul style="list-style-type: none"> • Checks and validates submitted documents; • Receives application, assigns transaction control/ tracking no. and issues claim stub • Prepares transmittal listing to Station 1 	15 mins (Transmittal turned over by batch 10am-12nn-3pm & 5pm)	Receiving Staff (Windows 4 & 5)	NONE	Form 106
2		<ul style="list-style-type: none"> • Prepares Cancellation Report <ul style="list-style-type: none"> - TD confirmation - Field Inspection (if 	1 day	Stn 1 – OSS (EDP, ARMD, TMD and PAD)		



REPUBLIC OF THE PHILIPPINES
CITY ASSESSOR'S OFFICE
 Ground to 3rd Floor, Civic Center Building B
 City Hall Compound, Quezon City



		necessary) <ul style="list-style-type: none"> - Prepares corresponding Appraiser's Report - Transmits to Stn 2 				
3		<ul style="list-style-type: none"> • Validate/verify property record; • Encode ARF • Print Cancellation Report • Track & Transmit 	30 mins	Stn 2 – EDP		
4		<ul style="list-style-type: none"> • Review & Verify encoded ARF/CRF • Recommend editing (if necessary) • Route for Approval • Record & Track transaction • Transmit 	30 mins	Stn 3 – PAD		
5		<ul style="list-style-type: none"> • Print/ generate Notice of Cancellation (NOC) • Track and Transmit 	10 mins	Stn 4 – EDP		
6		<ul style="list-style-type: none"> • Final review and Pre-Approval • Counter-sign on NOC • Track and Transmit 	10 mins	Stn 5 – ACA for Operation		
7		<ul style="list-style-type: none"> • Approval, Posting and Sorting of TD for release 	15 mins	Stn 6 – CA		
8	Receives new copy of Tax Declaration with annotation	<ul style="list-style-type: none"> • Releases Notice of Cancellation through Counter 6 	10 mins	Releasing Clerk (Window 6)		
END OF TRANSACTION						



REPUBLIC OF THE PHILIPPINES
CITY ASSESSOR'S OFFICE
 Ground to 3rd Floor, Civic Center Building B
 City Hall Compound, Quezon City



**A.1.2 Request for Certified True Copy of Real Property Assessment Documents,
 Tax Mapping Information and Property Certification**

A.1.2.a. Certified Copy of Tax Map/s (Counters 1-3)

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/tax payers, buyers, brokers, consultants, realtors/developers and other parties of interest

Documentary Requirements :

1. Properly filled-up TMD Form 1 (QCG-CAO-QP/SOI-B08-v01)
2. Photo copy of valid ID or can be official letter-request
3. Photo copy of Title/TD or real property tax receipt and other reference for property identification
4. Or by merely identifying & confirming property location thru RPV

Processing Period : Within thirty (30) minutes waiting time; first come, first served policy
 Priority is given to Sr. Citizen, PWD and Pregnant Women

How to Avail of the Service :

Step	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
1	Submit duly accomplished TMD Form 1 (QCG-CAO-QP/SOI-B08-v01) inclusive of required document/ Information	<ul style="list-style-type: none"> • Validates and receives request; • Verifies property being requested • Issue order of Payment 	10 mins	Receiving Clerk (Tax mapper) Window 1-3		TMD Form 1
2	Owner pays corresponding fee	<ul style="list-style-type: none"> • Window 5-18 Miscellaneous Fees Section, City Treasurer's Office 	10 mins	Billing Clerk, CTO	Php200/property	
3	Present	<ul style="list-style-type: none"> • Print Tax Map, 	5 mins	Tax		



REPUBLIC OF THE PHILIPPINES
CITY ASSESSOR'S OFFICE
 Ground to 3rd Floor, Civic Center Building B
 City Hall Compound, Quezon City



	corresponding OR	submit for approval and record the O.R. number		mapper		
4	Receive copy of Tax Map	<ul style="list-style-type: none"> Release Tax Map with the Official Receipt 	5 mins	Tax mapper		
END OF TRANSACTION						

A.1.2.b. Certificate of Adjoining Lot Ownership (Counters 1-3)

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/tax payers, buyers, brokers, consultants, realtors/developers and other parties of interest

Documentary Requirements :

1. Properly filled-up TMD Form 1 (QCG-CAO-QP/SOI-B08-v01)
2. Photo copy of valid ID or can be official letter-request
3. Photo copy of Title/TD or real property tax receipt and other reference for property identification
4. Or by merely identifying & confirming property location thru RPV

Processing Period : Within 45 minutes waiting time; first come, first served policy
 Priority is given to Sr. Citizen, PWD and Pregnant Women

How to Avail of the Service :

Step	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEEES	FORM
1	Window 1-3 Submit duly accomplished TMD Form 1 (QCG-CAO-QP/SOI-B08-v01) or official communication	<ul style="list-style-type: none"> Receives and validates request; Issue order of Payment 	10 mins	Receiving Clerk (Tax mapper) Window 1-3		TMD Form 1
2	Owner pays corresponding fee	<ul style="list-style-type: none"> Window 5-18 Miscellaneous 	10 mins	Billing Clerk,	Php 70/ property	



REPUBLIC OF THE PHILIPPINES
CITY ASSESSOR'S OFFICE
 Ground to 3rd Floor, Civic Center Building B
 City Hall Compound, Quezon City



		Fees Section, City Treasurer's Office <ul style="list-style-type: none"> Taxmapper assigns the same for verification and record validation 		CTO		
3	Present corresponding OR	<ul style="list-style-type: none"> Prepare/type certification, submit for approval and record the O.R. number 	15 mins	Tax mapper		
4	Receive certification	<ul style="list-style-type: none"> Approves certification and affix signature & Release Certification with the O.R. 	10 mins	Head, TMD Division		
END OF TRANSACTION						

A.1.2.c. Certificate of Property Location & Vicinity (Counters 1-3)

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/tax payers, buyers, brokers, consultants, realtors/developers and other parties of interest

Documentary Requirements :

1. Properly filled-up TMD Form 1 (QCG-CAO-QP/SOI-B08-v01)
2. Photo copy of valid ID or can be official letter-request
3. Photo copy of Title/TD or real property tax receipt and other reference for property identification
4. Or by merely identifying & confirming property location thru RPV

Processing Period : Within 30 minutes waiting time; first come, first served policy
 Priority is given to Sr. Citizen, PWD and Pregnant Women



REPUBLIC OF THE PHILIPPINES
CITY ASSESSOR'S OFFICE
 Ground to 3rd Floor, Civic Center Building B
 City Hall Compound, Quezon City



How to Avail of the Service :

Step	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
1	Window 1-3 Submit duly accomplished TMD Form 1 (QCG-CAO-QP/SOI-B08-v01) inclusive of required document/information	<ul style="list-style-type: none"> Validates and receive request; Verifies property being requested Issue order of Payment 	10 mins	Receiving Clerk (Tax mapper) Window 1-3		TMD Form 1
2	Owner pays corresponding fee	Window 5-18 Miscellaneous Fees Section, City Treasurer's Office	10 mins	Billing Clerk, CTO	Php 20/ property	
3	Present corresponding OR	<ul style="list-style-type: none"> Record the OR number, attach receipt to the document requested 	5 mins	Tax mapper		
4	Receive information requested/computer printout	<ul style="list-style-type: none"> Release computer print-out of property or any information as an output of the verification 	5 mins	Tax mapper		
END OF TRANSACTION						



REPUBLIC OF THE PHILIPPINES
CITY ASSESSOR'S OFFICE
 Ground to 3rd Floor, Civic Center Building B
 City Hall Compound, Quezon City



A.1.2.d. Issuance of Property Certification (With Property/No Property) & Certification of Improvement (With Improvement/No Improvement) Counters 7-9

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/tax payers, buyers, brokers, consultants, realtors/developers and other parties of interest

Documentary Requirements :

1. Properly filled-up EDP Form 1 (QCG-CAO-QP/SOI-B10-v01)
2. Photo copy of valid ID or can be official letter-request
3. Photo copy of TD or real property tax receipt and other reference for property identification
4. Owner's authorization/special power of attorney (if representative or other parties requesting)

Processing Period : 1-4 hours, first come-first served policy for single transaction. Multiple subjects need to be scheduled, also on a first come, first-served policy**
 Priority is given to Sr. Citizen, PWD and Pregnant Women

How to Avail of the Service :

Step	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
1	Submit duly accomplished EDP Form 1 (QCG-CAO-QP/SOI-B10-v01) inclusive of required documents/information	<ul style="list-style-type: none"> • Validates and receives request; • Issue order of Payment 	10 mins.	Receiving Clerk (Computer Operator)	Php70 per property	EDP Form 1
2	Owner pays corresponding fee	<ul style="list-style-type: none"> • Window 5-18 Miscellaneous Fees Section, City Treasurer's Office 	15-30 mins.	Billing Clerk, CTO		
		<ul style="list-style-type: none"> • Verifies property being requested • Check on improvement, if any; and validate 	1-2 hrs.	Computer Operator		



REPUBLIC OF THE PHILIPPINES
CITY ASSESSOR'S OFFICE
 Ground to 3rd Floor, Civic Center Building B
 City Hall Compound, Quezon City



		other fields (if necessary)				
3	Present corresponding OR	<ul style="list-style-type: none"> • Attach OR to the request and issue claim stub; • Prepare and type certification 	30 mins.	Computer Operator		
4	Wait for claim number to be called Receive certification	<ul style="list-style-type: none"> • Submit certification for review and approval, Affix Signature & refer back to Window 7 for release 	30 mins.	Computer Operator/ Head, EDP Releasing Clerk		

END OF TRANSACTION

NOTE: Request can also be made through a formal communication on which case, receipt and release are coursed through the Records Section

***Certificate of property holdings/no property requested as a requirement for medical social service are given priority and released at shorter waiting time, while those requested for BIR Estate Tax Settlement will take longer time for the necessary record verification.*

A.1.2.e. Counter Verification/Issuance of Computer Printout (Counters 7-9)

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/tax payers, buyers, brokers, consultants, realtors/developers and other parties of interest

Documentary Requirements :

5. Properly filled-up EDP Form 1 (QCG-CAO-QP/SOI-B10-v01)
 1. Photo copy of valid ID or can be official letter-request
 2. Photo copy of TD or real property tax receipt and other reference for property identification
 3. Owner's authorization/special power of attorney (if representative or other parties requesting)



REPUBLIC OF THE PHILIPPINES
CITY ASSESSOR'S OFFICE
 Ground to 3rd Floor, Civic Center Building B
 City Hall Compound, Quezon City



Processing Period : Thirty (30) minutes, or earlier waiting time;
 first come-first served policy
 Priority is given to Sr. Citizen, PWD and
 Pregnant Women

How to Avail of the Service :

Step	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
1	Window 8 Submit duly accomplished EDP Form 1 (QCG-CAO-QP/SOI-B10-v01) inclusive of required document/information	<ul style="list-style-type: none"> Validates and receive request; Verifies property being requested Issue order of Payment 	10 mins	Receiving Clerk	Php 25.00 per print out; Php 20.00 for identification only	EDP Form 1
2	Owner pays corresponding fee	<ul style="list-style-type: none"> Window 5-18 Miscellaneous Fees Section, City Treasurer's Office 	10 mins	Billing Clerk, CTO		
3	Present corresponding OR	<ul style="list-style-type: none"> Log the request, record the OR number, attach receipt to the document requested 	5 mins	Receiving Clerk		
4	Receive print out	<ul style="list-style-type: none"> Release computer print-out together with the Official Receipt 	5 mins	Receiving Clerk		
END OF TRANSACTION						



REPUBLIC OF THE PHILIPPINES
CITY ASSESSOR'S OFFICE
 Ground to 3rd Floor, Civic Center Building B
 City Hall Compound, Quezon City



A.1.2.f. Issuance of Certified Copy of Tax Declaration (Counters 10-12)

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/tax payers, buyers, brokers, consultants, realtors/developers and other parties of interest

Documentary Requirements :

1. Properly filled-up ARMD Form 1 (QCG-CAO-QP/SOI-B07-v01)
2. Photo copy of valid ID or can be official letter-request
3. Photo copy of TD or real property tax receipt and other reference for reference

Processing Period : 10-20 minutes for Electronic copy ^{2/}
 1-2 hrs for manual copy ^{3/}
 first come-first served policy
 Priority is given to Sr. Citizen, PWD and Pregnant Women

How to Avail of the Service :

Step	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
1	Submits duly accomplished ARMD Form 1 (QCG-CAO-QP/SOI-B10-v01) inclusive of required documents/ information	<ul style="list-style-type: none"> • Validates request; 	5 mins	Personnel on rotation basis (Window 10)	₱50.00 for personal copy	ARMD Form 1
2	Owner pays corresponding fee	<ul style="list-style-type: none"> • Receives request and issue order of payment • Window 5-18 Miscellaneous Fees Section, City Treasurer's Office 	5 mins	Personnel on rotation basis (Window 11) Billing Clerk, City Treasurer's Office	Php70.00 for BIR	
		<ul style="list-style-type: none"> • Verifies property requested 	45 mins	Basement, records personnel		



REPUBLIC OF THE PHILIPPINES
CITY ASSESSOR'S OFFICE
 Ground to 3rd Floor, Civic Center Building B
 City Hall Compound, Quezon City



		<ul style="list-style-type: none"> Prints electronic copy of TD or photocopy the manual ones 				
3	Presents corresponding OR	<ul style="list-style-type: none"> Attaches OR to the request and issues claim stub; Stamps printed/photo-copied TD as "certified" 	15 mins	Personnel on rotation basis (Window 11)		
4	Waits for claim number to be called; Receives certified copy of TD	<ul style="list-style-type: none"> Submits for signature/approval, Affixes Signature & refer back to Window 12 for release 	20 mins.	Personnel on rotation basis (Window 12)		

END OF TRANSACTION

¹ Request can also be made through a formal communication on which case, receipt and release are coursed through the Records Section

² 5-10 certified copy of TDs requested (eCopy) will take us 30mins or more to process; 11-20 copies, 30mins-1hr. processing time; and

³ 10 and more CTC requested (Manual copy) will take us 2-3hrs processing