

	2.2Issue claim stub specified the releasing date		Receiving Clerk
3.Return to the	3.Release tax	1 day	Releasing clerk
Releasing counter and	clearance with		Tax Clearance
present the claim stub	the security seal		Section
	Total	_	

^{*}Note: Submit the previous tax clearance - 1 day

New application or no attached previous tax clearance – 3 days

10 or more tax clearance application- 5 days

ASSESSMENT AND BILLING OF REAL PROPERTY TAX

Performing proper computation and billing of Real Property Taxes prior to its actual payment

Office or Division: Real Estate Division Classification: Simple Type of Transaction: G2C- Government to Citizen Who may avail: All Quezon City Real Property Owners/Developers CHECKLIST OF REQUIREMENTS WHERE TO SECURE 1. Tax Declaration City Assessor 2. Real Property Tax (RPT) official receipts (Latest) Taxpayers Payment Lounge 3. Title Register of Deeds 4. Real Property Tax Credit application form Real Estate Division 5. Real Property Tax Credit: Request Letter, original Official Receipts, Tax Declaration (Latest) and S.P.A with government issued ID (if not the declared owner) Taxpayer/Requesting party CLIENT STEPS AGENCY ACTION BE PAID FEES TO BE PAID PROCESSING TIME PERSON RESPONSIBLE Current Real Property Tax (RPT) payment 1. Present latest official receipt, tax declaration or title 1. 1. Assess and bill official receipt, tax declaration or title 1. 1. Issue printed RPT bill As stated in the RPT Bill RPT Bill Assessment Lounge 1. 1. Proceed to Taxpayer's Payment Lounge for payment Total 10 minutes Assessment Real Property Tax Delinquent Total 10 minutes Assessment Real Properties for Payment 20 minutes Assessment						
Type of Transaction: G2C- Government to Citizen Who may avail: All Quezon City Real Property Owners/Developers CHECKLIST OF REQUIREMENTS 1. Tax Declaration 2. Real Property Tax (RPT) official receipts (Latest) 3. Title 4. Real Property Tax Credit application form 5. Real Property Tax Credit: Request Letter, original Official Receipts, Tax Declaration (Latest) and S.P.A with government issued ID (if not the declared owner) CLIENT STEPS Current Real Property Tax (RPT) payment 1. Verify the RPT payment 1. Present latest official receipt, tax due 1. 1. Receive printed RPT bill 1. 2 Proceed to Taxpayer's Payment Lounge for payment 1. Verify the RPT Total Total Total All Quezon City Real Property Owners/Developers WHERE TO SECURE City Assessor Taxpayers Payment Lounge Taxpayers Payment Lounge Asegister of Deeds Real Estate Division Taxpayer/Requesting party FEES TO BE PAID Assessment Officer ResPONSIBLE As stated in the RPT Bill Assessment Officer Real Property Assessment Lounge Total 1.0 minutes Assessment 10 minutes Assessment	Office or Division:					
CHECKLIST OF REQUIREMENTS CHECKLIST OF REQUIREMENTS 1. Tax Declaration City Assessor 2. Real Property Tax (RPT) official receipts (Latest) 3. Title Register of Deeds 4. Real Property Tax Credit application form 5. Real Property Tax Credit: Request Letter, original Official Receipts, Tax Declaration (Latest) and S.P.A with government issued ID (if not the declared owner) CLIENT STEPS AGENCY ACTION Current Real Property Tax (RPT) payment 1. Verify the RPT payment 1. Present latest official receipt, tax declaration or title 1. 1. Assess and bill official receipt, tax declaration or title 1. 1. I.						
CHECKLIST OF REQUIREMENTS 1.Tax Declaration 2.Real Property Tax (RPT) official receipts (Latest) 3.Title 4.Real Property Tax Credit application form 5.Real Property Tax Credit: Request Letter, original Official Receipts, Tax Declaration (Latest) and S.P.A with government issued ID (if not the declared owner) CLIENT STEPS Current Real Property Tax (RPT) payment 1.Present latest official receipt, tax declaration or title 1.1Receive printed RPT bill 1.2Proceed to Taxpayer's Payment Lounge for payment 1.Verify the RPT Total Total Total WHERE TO SECURE City Assessor Taxpayers Payment Lounge Register of Deeds Register of Deeds Register of Deeds Register of Deeds Real Estate Division Taxpayer/Requesting party FEES TO BE PAID Assessing PERSON RESPONSIBLE Assessment 10 minutes FEES ING TIME Assessment Officer Real Property Assessment Lounge Assessment 10 minutes Total 10 minutes Assessment 10 minutes Assessment 10 minutes Assessment Assessment 10 minutes Assessment 10 minutes Assessment Assessment		G2C- Government to Citizen				
City Assessor		All Quezon City Real Property Owners/Developers				
2.Real Property Tax (RPT) official receipts (Latest) 3.Title Register of Deeds 4.Real Property Tax Credit application form 5.Real Property Tax Credit application form 5.Real Property Tax Credit Request Letter, original Official Receipts, Tax Declaration (Latest) and S.P.A with government issued ID (if not the declared owner) CLIENT STEPS AGENCY ACTION FES TO BE PAID Current Real Property Tax (RPT) payment 1.Verify the RPT payment 1.Present latest official receipt, tax declaration or title 1.1.Receive printed RPT bill 1.2Proceed to Taxpayer's Payment Lounge for payment 1.1.Issue printed RPT bill 1.2Proceed to Taxpayer's Payment Lounge for payment 1.Verify the RPT Total Real Property Tax Delinquent (Not included in the 1.Verify the RPT) Real Property Tax Delinquent (Not included in the 1.Verify the RPT) Assessment 10 minutes RPT bill 10 minutes RPT bill 10 minutes Assessment			WHERE TO SECURE			
Clatest 3.Title	1.Tax Declaration		City Assessor			
3.Title 4.Real Property Tax Credit application form 5.Real Property Tax Credit: Request Letter, original Official Receipts, Tax Declaration (Latest) and S.P.A with government issued ID (if not the declared owner) CLIENT STEPS Current Real Property Tax (RPT) payment 1.Verify the RPT payment 1.2Assess and bill official receipt, tax declaration or title 1.1Receive printed RPT bill 1.2Proceed to Taxpayer's Payment Lounge for payment Total Real Property Tax Delinquent (Not included in the Real Property Tax Credit application form Real Estate Division Taxpayer/Requesting party	2.Real Property Tax (RPT) official receipts					
4.Real Property Tax Credit application form 5.Real Property Tax Credit: Request Letter, original Official Receipts, Tax Declaration (Latest) and S.P.A with government issued ID (if not the declared owner) CLIENT STEPS CUrrent Real Property Tax (RPT) payment 1.Present latest official receipt, tax declaration or title 1.1Receive printed RPT bill 1.2Proceed to Taxpayer's Payment Lounge for payment Total Real Estate Division Taxpayer/Requesting party Taxpayer/Requesting party PROCESSING TIME PROCESSING TIME PROCESSING TIME Assessment 10 minutes Real Property Assessment Officer Real Property Assessment Lounge Total 1.Verify the RPT payment 1.1.Issue printed RPT bill 1.2Proceed to Taxpayer's Payment Lounge for payment Total Real Property Tax Delinquent (Not included in the 1.Verify the RPT 20 minutes Assessment	(Latest)				_	
5.Real Property Tax Credit: Request Letter, original Official Receipts, Tax Declaration (Latest) and S.P.A with government issued ID (if not the declared owner) CLIENT STEPS AGENCY ACTION Current Real Property Tax (RPT) payment 1.Present latest official receipt, tax declaration or title 1.1Receive printed RPT bill 1.2Proceed to Taxpayer's Payment Lounge for payment Total Real Property Tax Delinquent (Not included in the Taxpayer/Requesting party Texpayer/Requesting party Taxpayer/Requesting party Taxpayer/Requesting party Total Tota	3.Title	1		Register of Deeds		
Letter, original Official Receipts, Tax Declaration (Latest) and S.P.A with government issued ID (if not the declared owner) CLIENT STEPS CUrrent Real Property Tax (RPT) payment 1. Verify the RPT payment 1. Present latest official receipt, tax declaration or title 1.1 Receive printed RPT bill 1. 2Proceed to Taxpayer's Payment Lounge for payment (Not included in the Real Property Tax Delinquent (Not included in the AGENCY ACTION FEES TO BE PAID Assessing To BE PAID Assessing To BE PAID Assessing To Minutes FEES TO BE PAID Assessment 10 minutes Resal Property Assessment Lounge Assessment 10 minutes Assessment 10 minutes Assessment 10 minutes Assessment Assessment 10 minutes Assessment Assessment Assessment 20 minutes Assessment	4.Real Property Tax Cr	edit application form				
Declaration (Latest) and S.P.A with government issued ID (if not the declared owner) CLIENT STEPS CUrrent Real Property Tax (RPT) payment 1. Verify the RPT payment 1. Present latest official receipt, tax declaration or title 1.1Receive printed RPT bill 1.2Proceed to Taxpayer's Payment Lounge for payment Not included in the Real Property Tax Delinquent (Not included in the REAL PROCESSING TIME PROCESSING TIME Assessment 10 minutes Responsible Assessment Officer Real Property Assessment Lounge Assessment 10 minutes 10 minutes Assessment 20 minutes Assessment	5.Real Property Tax Cr	edit: Request	T	axpayer/Requesti	ng party	
government issued ID (if not the declared owner) CLIENT STEPS CUrrent Real Property Tax (RPT) payment 1.Present latest official receipt, tax declaration or title 1.1Receive printed RPT bill 1.2Proceed to Taxpayer's Payment Lounge for payment (Not included in the RESPONSIBLE PROCESSING TIME Assessment 10 minutes FEB TO BE PAID Assessment 10 minutes Resel Property Assessment 10 minutes Resel Property Assessment 10 minutes Assessment 10 minutes 10 minutes 10 minutes Assessment 10 minutes 10 minutes Assessment 10 minutes Assessment 10 minutes 10 minutes Assessment Assessment 10 minutes Assessment	Letter, original Official F	Receipts, Tax				
Current Real Property Tax (RPT) payment 1.Present latest official receipt, tax declaration or title 1.1Receive printed RPT bill 1.2Proceed to Taxpayer's Payment Lounge for payment Current Real Property Tax (RPT) payment 1.Verify the RPT payment 1.2Assess and bill the Real property tax due 1.1.Issue printed RPT bill 1.2Proceed to Taxpayer's Payment Lounge for payment (Not included in the Total As stated in the RPT Bill 10 minutes RPT Bill 10 minutes	Declaration (Latest) and	d S.P.A with				
CLIENT STEPS AGENCY ACTION BE PAID Current Real Property Tax (RPT) payment 1. Verify the RPT payment 1. Present latest official receipt, tax declaration or title 1. 1. Receive printed RPT bill 1. 2Proceed to Taxpayer's Payment Lounge for payment Total Real Property Tax Delinquent (Not included in the RESPONSIBLE Assessment Officer Real Property Assessment Lounge As stated in the RPT Bill 10 minutes Responsible Assessment Officer Real Property Assessment Lounge 10 minutes 10 minutes Assessment Assessm	government issued ID (if not the declared				
Current Real Property Tax (RPT) payment 1. Present latest official receipt, tax declaration or title 1.1Receive printed RPT bill 1.2Proceed to Taxpayer's Payment Lounge for payment Real Property Tax Delinquent (Not included in the TO BE PAID TIME RESPONSIBLE Assessment 10 minutes Resel Property Assessment Lounge RPT Bill As stated in the RPT Bill RPT Bill 10 minutes Assessment 10 minutes 10 minutes 10 minutes Assessment Assessm	owner)					
Current Real Property Tax (RPT) payment 1.Present latest official receipt, tax declaration or title 1.1Receive printed RPT bill 1.2Proceed to Taxpayer's Payment Lounge for payment Real Property Tax Delinquent (Not included in the Total 1.Verify the RPT payment As stated in the RPT Bill As stated in the RPT Bill RPT Bill 10 minutes Real Property Assessment Lounge To minutes Assessment 10 minutes 10 minutes 10 minutes 10 minutes 10 minutes Assessment 10 minutes 10 minutes Assessment 10 minutes 10 minutes Assessment 10 minutes	CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING	PERSON	
Current Real Property Tax (RPT) payment 1.Present latest official receipt, tax declaration or title 1.1Receive printed RPT bill 1.2Proceed to Taxpayer's Payment Lounge for payment Total Real Property Tax Delinquent (Not included in the 1.Verify the RPT payment 1.2Assess and bill the Real property tax due 1.1.Issue printed RPT bill 1.Verify the RPT Total As stated in the RPT Bill 10 minutes Real Property Assessment Lounge 11 minutes 11 minutes 12 minutes Assessment 11 minutes 12 minutes Assessment 12 minutes 13 minutes Assessment 14 minutes 15 minutes 16 minutes 17 minutes Assessment 18 minutes 10 minutes 10 minutes Assessment 20 minutes Assessment Assessment 20 minutes Assessment Assessment Assessment 20 minutes Assessment Assessment Assessment Assessment 20 minutes Assessment			TO	TIME	RESPONSIBLE	
Property Tax (RPT) payment 1.Present latest official receipt, tax declaration or title 1.1.Issue printed RPT bill 1.2Proceed to Taxpayer's Payment Lounge for payment Real Property Tax Delinquent (Not included in the			BE PAID			
payment 1.Present latest official receipt, tax declaration or title 1.1.Issue printed RPT bill 1.2Proceed to Taxpayer's Payment Lounge for payment Control Real Property Total In the RPT Bill Assessment Lounge Total RPT bill R	Current Real				A .	
1.Present latest official receipt, tax declaration or title 1.1.Issue printed RPT bill 1.2Proceed to Taxpayer's Payment Lounge for payment Real Property Tax Delinquent (Not included in the 1.2Assess and bill the Real property tax due 1.1.Issue printed RPT bill 1.2 Assessment Lounge RPT bill 1.2 Assessment RPT Bill 1.2 Assessment Lounge RPT bill 1.2 Assessment RPT Bill 1.2 Assessment Lounge RPT bill 1.2 Assessment RPT Bill 1.2 Assessment Lounge RPT Bill 1.2 Assessment RPT Bill 1.2 Assessment Lounge RPT Bill 1.2 Assessment RPT Bill 1					Assessment	
official receipt, tax declaration or title 1.1Receive printed RPT bill 1.2Proceed to Taxpayer's Payment Lounge for payment Total Real Property Tax Delinquent (Not included in the the Real property tax due 1.1.Issue printed RPT bill 1.2.Issue printed RPT bill 1.3.Issue printed RPT bill 1.4.Issue printed RPT bill 1.5.Issue printed RPT bill 1.5.Issue printed RPT bill 1.6.Issue printed RPT bill 1.7.Issue printed RPT bill 1.7.Issue printed RPT bill 1.8.Issue printed RPT bill 1.	Property Tax (RPT)	1.Verify the RPT	As stated	10 minutes		
declaration or title 1.1Receive printed RPT bill 1.2Proceed to Taxpayer's Payment Lounge for payment Total Real Property Tax Delinquent (Not included in the tax due 1.1.Issue printed RPT bill 1.2.Issue printed RPT bill 1.2.Issue printed RPT bill 1.3.Issue printed RPT bill 1.4.Issue printed RPT bill 1.5.Issue print		,		10 minutes	Officer	
1.1Receive printed RPT bill 1.2Proceed to Taxpayer's Payment Lounge for payment Total Real Property Tax Delinquent (Not included in the 1.Verify the RPT) 1.1.Issue printed RPT bill 20 minutes Assessment	payment	payment	in the	10 minutes	Officer Real Property	
RPT bill 1.2Proceed to Taxpayer's Payment Lounge for payment Total Real Property Tax Delinquent (Not included in the 1.Verify the RPT 20 minutes Assessment	payment 1.Present latest	payment 1.2Assess and bill	in the	10 minutes	Officer Real Property Assessment	
1.2Proceed to Taxpayer's Payment Lounge for payment Total Total Real Property Tax Delinquent (Not included in the 1.Verify the RPT 20 minutes Assessment	payment 1.Present latest official receipt, tax	payment 1.2Assess and bill the Real property	in the	10 minutes	Officer Real Property Assessment	
Taxpayer's Payment Lounge for payment Total Total 10 minutes Real Property Tax Delinquent (Not included in the 1.Verify the RPT 20 minutes Assessment	payment 1.Present latest official receipt, tax declaration or title	payment 1.2Assess and bill the Real property tax due	in the	10 minutes	Officer Real Property Assessment	
Total 10 minutes Real Property Tax Delinquent (Not included in the 1.Verify the RPT 20 minutes Assessment	payment 1.Present latest official receipt, tax declaration or title 1.1Receive printed	payment 1.2Assess and bill the Real property tax due 1.1.Issue printed	in the	10 minutes	Officer Real Property Assessment	
Total 10 minutes Real Property Tax Delinquent (Not included in the 1.Verify the RPT 20 minutes Assessment	payment 1.Present latest official receipt, tax declaration or title 1.1Receive printed RPT bill	payment 1.2Assess and bill the Real property tax due 1.1.Issue printed	in the	10 minutes	Officer Real Property Assessment	
Real Property Tax Delinquent (Not included in the 1.Verify the RPT 20 minutes Assessment	payment 1.Present latest official receipt, tax declaration or title 1.1Receive printed RPT bill 1.2Proceed to	payment 1.2Assess and bill the Real property tax due 1.1.Issue printed	in the	10 minutes	Officer Real Property Assessment	
Delinquent1. Verify the RPT20 minutesAssessment	payment 1.Present latest official receipt, tax declaration or title 1.1Receive printed RPT bill 1.2Proceed to Taxpayer's Payment	payment 1.2Assess and bill the Real property tax due 1.1.Issue printed	in the	10 minutes	Officer Real Property Assessment	
Delinquent1. Verify the RPT20 minutesAssessment	payment 1.Present latest official receipt, tax declaration or title 1.1Receive printed RPT bill 1.2Proceed to Taxpayer's Payment	payment 1.2Assess and bill the Real property tax due 1.1.Issue printed RPT bill	in the		Officer Real Property Assessment	
	payment 1.Present latest official receipt, tax declaration or title 1.1Receive printed RPT bill 1.2Proceed to Taxpayer's Payment Lounge for payment	payment 1.2Assess and bill the Real property tax due 1.1.Issue printed RPT bill	in the		Officer Real Property Assessment	
Real Properties for payment Officer	payment 1.Present latest official receipt, tax declaration or title 1.1Receive printed RPT bill 1.2Proceed to Taxpayer's Payment Lounge for payment Real Property Tax	payment 1.2Assess and bill the Real property tax due 1.1.Issue printed RPT bill	in the		Officer Real Property Assessment	
	payment 1.Present latest official receipt, tax declaration or title 1.1Receive printed RPT bill 1.2Proceed to Taxpayer's Payment Lounge for payment Real Property Tax Delinquent	payment 1.2Assess and bill the Real property tax due 1.1.Issue printed RPT bill Total	in the	10 minutes	Officer Real Property Assessment Lounge	



Auction)	1.2Assess and bill			
1.Proceed to the 2 nd Floor Real Estate Division 1.1 Present latest official receipt/tax declaration, Statement/ Notice of Delinquency and	the Real property tax due or as indicated in the agreement 1.3Countersign the printed RPT Bill by the supervisor			Supervisor Delinquency Section
other requirements *For staggered payment, Proceed to Delinquency Section for instalment payment undertaking 1.2Receive the RPT Bill and pay the required amount	1.4 Accept the RPT bill and Payment 1.5Issue RPT official receipts	As stated in the RPT Bill	20 minutes	Collector Delinquency Section
	Total		40 minutes	
Real Property Tax Delinquent (included in the list of properties to be auctioned in the next public auction) 1.Present the	1.Verify the notice presented and check for RPT arrears including the publication cost	As stated	10 minutes	Assessment Officer
Statement/ Notice of Delinquency, Final Notice of Delinquency or Warrant of Levy 1.2Receive the RPT Bill and pay the required amount	1.2Assess and bill the RPT due 1.3Countersign the printed RPT bill 1.4 Accept the RPT bill and Payment 1.5Issue RPT official receipts	in the RPT Bill	10 minutes	Supervisor Delinquency Section Collector Delinquency Section
	Total		20 minutes	
Real Property Tax Delinquent (included in the list of properties that were already auctioned and within the Redemption Period) 1.Present the Notice of Delinquency, Final Notice of Delinquency	1.Verify if the property is within the redemption period and check for RPT arrears, cost of publication and corresponding interest on bid price (if any) 1.2Assess and bill	As stated in the RPT Bill	10 minutes	Assessment Officer
or warrant of levy (if any) 1.2Receive the RPT Bill and pay the required amount	the RPT due 1.3Countersign the printed RPT bill 1.4 Accept the RPT bill and Payment 1.5Issue RPT official receipts		20 minutes	Supervisor Delinquency Section Collector Delinquency Section



				1
	Total		20 minutes	
Dool Dromonty, Toy	Total		30 minutes	
Real Property Tax Credit (Double payment, erroneous payment, idle land tax, value reversion, property reclassification) 1. Prepare request	1.Accept the request letter and submitted documentary		5 minutes	Receiving Clerk Records Section
letter for claim of tax credit specifying the detailed information and submit photocopy of documentary requirements (official receipts, copy of tax declaration, title and	requirements 1.1Forward to Real Estate Division the submitted documentary requirements 1.2Evaluate the		5 minutes	Receiving Clerk Real Estate Division
SPA with valid government ID, if not declared owner) 1.1Proceed to 3 rd floor, Records Section, Administrative Division to submit the documentary requirements 1.2Wait for the processing of the submitted documents	real estate tax payment and the submitted documentary requirements *if prescriptive period on tax credit has set in, Inform the taxpayer that the request has been denied pursuant to Chapter 9 Sec. 229 of Quezon City Revenue Code as amended		7 days	Clerk Real Estate Division
2.Receive a letter or phone call informing the credited tax claim or not	2.Prepare the Tax Credit Application of payment form specifying the detailed tax credit claim information 2.1Recommending			Clerk Real Estate Division Chief Real Estate
	Approval of the assessment form 2.2Approval of the tax credit claim 2.3Encode the credited tax claim on the Real Property Tax Module			Division City Treasurer Assessment Clerk Real Estate Division
Descrip	Total	Tay 0 !	7 days and 10 minutes	notions of all-in-
	period of Real Propert ansaction provided	y rax Credi	it depends on the	nature of claim