COLLECTION OF REAL PROPERTY TAX

Real Property tax payments are collected and validated through issuance of Computerized Official Receipts

Office or Division:	Cash 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.Computerized Real Property Tax Bill		Real Property Assessment Lounge		
2. Cash/ Managers, Cashier's Check		RPT Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Proceed to Taxpayer's Payment Lounge 1.1Present the Computerized Real Property Tax Bill at the assigned Counter flash on the queuing screen and pay the required amount 1.2Receive the computerized Real Property tax official receipts	1.Accept the Real Property Tax Bill and payment 1.1Verify the existence of assessment and encode the amount tendered *for check payment, encode the bank's name, date, amount and check number 1.2Validate payment and issue computerized Real Property Tax official receipts	As stated in the Real Property Tax Bill	10 minutes	Local Revenue Collection Officer Taxpayers Payment Lounge
Total			10 minutes	