



ISSUANCE OF REAL PROPERTY TAX CLEARANCE

Real Property Tax Clearance is issued to the property owner as proof of complete Real Property tax payment in the Quezon City which provided to a lending company, bank or personal use.

Office or Division:	Real Estate Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Quezon City Real Property owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Real Property Tax Clearance form		Tax Clearance Section		
2. Latest Official receipt of Real Property tax		City Treasurer's Office		
3. S.P.A/ Authorization letter, Secretary Certificate (Corporation/Company) if not declared as owner		Real Property owner		
4.Title (photocopy)		Registry of Deeds		
5.Latest copy of Tax Clearance (if available)		Real Estate Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit the accomplished form and other documentary requirements	1.Receive the accomplished form and evaluate the completeness of the submitted requirements and determine if declared owner or authorized person 1.1 Verify the status of the real property tax payment records and determine if there are any outstanding real property tax arrears / RPT adjustments and other charges & fees 1.2Issue order of payment	₱ 50.00 per Tax Declaration	15 minutes	Receiving clerk Tax Clearance Section
2.Accept the order of payment and pay the required amount 2.1Receive official receipt	2. Receive the payment and order of payment 2.1 Issue official receipt		5 minutes	Collector Tax Clearance Section



	2. Issue claim stub specified the releasing date			Receiving Clerk
3. Return to the Releasing counter and present the claim stub	3. Release tax clearance with the security seal		1 day	Releasing clerk Tax Clearance Section
Total				
<p>*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</p>				

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	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 Receive printed RPT bill 1.2 Proceed to Taxpayer's Payment Lounge for payment	1. Verify the RPT payment 1.2 Assess and bill the Real property tax due 1.1 Issue printed RPT bill	As stated in the RPT Bill	10 minutes	Assessment Officer Real Property Assessment Lounge
Total			10 minutes	
Real Property Tax Delinquent (Not included in the Real Properties for	1. Verify the RPT payment		20 minutes	Assessment Officer