



PROPERTY TRANSFER APPLICATION PROGRAM (PTAP)

Single Window transaction for processing incoming taxpayers dealing with registering their property in Quezon City

Office or Division:	Taxes and Fees Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All QC Real Property owner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Unified Request Form		City Treasurer's Office		
2.Notarized Transfer documents/Deed of Sale, Deed of Conveyance, Donation		Property Owner		
3.Transfer Certificate of Title, Condominium Certificate of Title (certified copy)		Register of Deeds		
4.Latest Real Property Tax official receipt or photocopy		City Treasurer's Office		
5.Tax Declaration		City Assessor's Office		
6.For Representative: Authorization letter and valid Government Issued ID		Owner or client being represented		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Taxpayer accomplish Unified request form and submit complete requirements at Counter 1or 2 and wait for the issuance of order of payment	1.Check and evaluate to confirm the completeness of the submitted documents 1.1 Validate the record requested including the Real Property Tax payment, if valid for certification, print application If not, return to client for compliance 1.2 Compute for transfer tax	As stated in the order of payment	5 minutes	Assessment Officer City Treasurer's Office
2.Accept order of payment and pay the required amount at the Counter 3 or 4	2.Receive order of payment and issue official receipt		5 minutes	Collector
3. Upon payment of necessary fees, receive claim stub for the release of requested forms (specified date indicated)	3. Issue claim stub 3.1 tag application for processing City Treasurer's Office		4 hours	Assessment Officer



	-Process the Real Property Tax Clearance City Assessor's Office representative -Process the certified true copy of tax declaration *processing of certification of "with or without improvement" *process of both offices will be done backroom			City Treasurer's Office Clerk City Assessor's Office
4. Return on the specified date, present the claim stub at Counter 1 or 2 and receive the certification	4. Accept claim stub and issue the requested certification		5 minutes	Releasing clerk City Treasurer's Office
Total				
Note: Application with complete documentary requirements filed from 8:00 am to 10:00 am, Certification will be released within the day. However, application filed beyond 10:00 am, certification will be released on the following day.				