

REQUIREMENTS FOR COMPUTATIONS OF TRANSFER TAX

	Present	Submit
1 . Legal Instrument (Deed of Sale/ Donation/ Conveyance/ - Extra-Judicial Settlement of Estate of Property etc)	<input type="checkbox"/> Original Copy	<input type="checkbox"/> Original Copy <input type="checkbox"/> 1 Photocopy
2 . Tax Declaration of Property (from Assessor's Office)	<input type="checkbox"/> Original Copy	<input type="checkbox"/> 1 Photocopy
3 . Certification of Real Property Tax Payment (from Real Estate Division, City Treasurers Office)	<input type="checkbox"/> Original Copy	<input type="checkbox"/> 1 Photocopy
4 . Title	<input type="checkbox"/> Original Owners' Copy/ CTC	<input type="checkbox"/> 1 Photocopy
5 . Certificate Authorizing Registration (C.A.R.) OR payment of Capital Gain Tax, Documentary Stamp, Estate Tax, etc.	OPTIONAL <input type="checkbox"/> Original Copy	<input type="checkbox"/> 1 Photocopy
6 . <i>REPRESENTATIVE</i> : SPA, Authorization Letter, Photocopy of government issued ID w/ 3 specimen signatures of both parties	<input type="checkbox"/> Original Copy	<input type="checkbox"/> 1 Photocopy

REMARKS: _____ **DATE:** _____ **TIME:** _____

Conforme: _____

TAXPAYERS'/ REPRESENTATIVE NAME
ASSESSMENT PERSONNEL

RATE OF TRANSFER TAX - 75 % of 1% of selling price, fair market value, zonal valuation plus improvement, whichever is higher to be paid within 60 days from execution of deed of sale, etc or within 60 days from time of death in case of extra-judicial settlement.

SURCHARGE of 25% PLUS 2% MONTHLY INTEREST BUT NOT TO EXCEED 72% shall be imposed for transfer tax not paid in time.

If SELLER is a CORPORATION &/or PARTNERSHIP an additional 2% Business Tax is imposed based on Selling Price

IMPORTANT R E M I N D E R - ORDINANCE NO. SP-2361, S-2014

SECTION 1. DUTY TO REPORT

1.1 "All persons, natural or juridical, or his duly authorized representative, who acquire properties in Quezon City shall file with the Assessor's Office a sworn statement declaring the true value of the property and submit the documents necessary to affect the transfer of property records in the tax declaration, within sixty (60) days after the acquisition of the property. The sixty (60) days period shall commence on the date of execution of the deed of conveyance.

SECTION 2. PENALTY CLAUSE - A fine amounting to **Two Thousand Pesos (Php 2,000.00)** is hereby imposed on any property owner who fails to comply with Section 1 of this Ordinance



REPUBLIC OF THE PHILIPPINES
QUEZON CITY
CITY TREASURER'S OFFICE
TAXES AND FEES DIVISION



TRANSFERRED PROPERTY/IES INFORMATION SLIP

TRANSFEROR/S: _____

TRANSFeree/S: _____

ADDRESS: _____

CONTACT #: _____

TITLE #: _____

TAX DEC #: _____

Exact location of property/ies

In compliance with Sec. 208 of RA No. 7160 of the Local Government Code of 1991, the undersigned hereby certify under penalty that the documents presented, submitted, & declared information above is true, complete and accurate.

NAME & SIGNATURE
TAXPAYER/ AUTHORIZED REPRESENTATIVE

DATE
QCG-CTO(TF)F2-V5