



## **GUIDELINES FOR APPLICATION OF IDLE LAND TAX EXEMPTION**

### **1. Submission of Requirements**

- Acquire certification from the City Assessor's Office, confirming that the land is a residential lot/2017 tax declaration with an indication that land is residential (Certified True Copy) by submitting the ff to the QC Food Security Task Force
  - Duly accomplished **FORM 1: Application for the Waiver of Idle Land Tax for Food Security**, together with the ACO certification and submit to the Food Security Task Force (FSTF). (see annex)
  - **Covering letter** requesting Application of Idle Land Tax Exemption (see annex)
  - **Latest photo of the property** (with or without plants and featuring site mostly described in Form 1)
  - **Copy of latest Real Property Tax (RPT) payment receipt** of the identified property
  - ***And other relevant documents as deemed necessary upon the evaluation of the application.***

### **2. Application and Assessment**

- The Food Security Task Force will assess the application and attached requirements.
- The Food Security Task Force will issue Certification including all required documents to be submitted to The City Assessor's Office.
- The City Assessor's Office will request for additional documents if necessary.
- The applicant will receive via email notice of approval of idle land tax exemption from the City Assessor's office.

### **3. Execution of Undertaking**

- The City Assessor's Office will process the application.
- The Office of the City Treasurer, will release the tax bill to the applicant.

### **4. Termination of Certification**

- Should there be no agricultural activity within one (1) year, the exemption will be terminated.



Republic of the Philippines  
Quezon City  
Office of the City Mayor  
Quezon City Food Security Task Force  
11th Floor Main Building, City Hall Complex, Tel: (+632) 8988 4242 loc. 1207  
Email: [growqc@quezoncity.gov.ph](mailto:growqc@quezoncity.gov.ph)

## Application for the Waiver of Idle Land Tax for Food Security

Date of Application: \_\_\_\_\_

Name of Respondent: \_\_\_\_\_

Affiliation with the landowner: \_\_\_\_\_

*[Respondent should be: (i) related to the landowner by blood; (ii) at least 18 years of age]*

NAME:			
ADDRESS:			
CONTACT NO.:			
TCT NO:		TOTAL LANDHOLDING:	
NAME ON TITLE:		PARCELLARY NO:	
Crops to be planted:			

\_\_\_\_\_  
Applicant Name and Signature

**Verified by:**

\_\_\_\_\_  
FSTF Representative

***(email this document with required documents to [growqc@quezoncity.gov.ph](mailto:growqc@quezoncity.gov.ph) with subject line: "[APPLICATION] Idle Land Tax Exception")***



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## COVERING LETTER (SAMPLE)

(Date)

TO: Hon. Ma. Josefina G. Belmonte-Alimurung  
Mayor, Quezon City & Chairperson, QC Food Security Task Force

THROUGH: Emmanuel Hugh F Velasco  
Co-chairperson, QC Food Security Task Force

Atty. Sherry R. Gonzalvo  
Head, City Assessors Office

Mr. Edgar T. Villanueva  
Head, City Treasurer's Office Department

Ms. Cristina Perez  
Program Officer, Joy of Urban Farming

RE: Application Letter for Idle Land Tax Exemption

Dear Hon. Mayor Joy Belmonte-Alimurung

I, (name of owner), \_\_\_\_ (age) \_\_, \_\_\_\_ (status) \_\_, of \_\_\_\_\_ (home address)  
\_\_\_\_\_ is the owner of a open lot that we have lent  
to QC Urban Farmers and/or are using as an urban garden/farm, in support of our City's food  
security program since \_\_\_\_ (start date of urban farm) \_\_\_\_.

It is located at:

Lot Address: \_\_\_\_\_

Size: \_\_\_\_\_

In this regard, I would like to apply for Idle Land tax Exemption based on S. P. 2972, S-2020  
- An ordinance amending section 11. Article VI of Ordinance No. SP 91, S-93, as amended,  
otherwise known as the Quezon City Revenue Code of 1993, PROMOTING URBAN  
AGRICULTURE BY GRANTING ADDITIONAL EXCEPTION FROM IDLE LAND TAX.

Attached are the following documents

1. Latest Rear Property Tax Assessment and Payment and
2. Latest photos of urban garden/farm (within 30days of application)
3. Form 1: Application for the Waiver of Idle Land Tax for Food Security

Truly yours,

\_\_\_\_\_  
(Full name & signature)



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