



ONLINE APPLICATION OF REAL PROPERTY TAX CLEARANCE

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 (READABLE SCANNED/ IMAGE)		WHERE TO SECURE		
1. Real Property Tax Clearance Online Application (copy, paste and fill up) APPLICATION REQUEST: TAX CLEARANCE <ul style="list-style-type: none"> Name of Applicant Email Address of applicant Name of Real Property Owner Address Contact Nos No. of copies of Tax Clearance Tax Year 		Tax Clearance Section		
2. Latest Tax Declaration (readable scanned /picture image / photo)		City Assessor's Office		
3. Latest Official receipt of Real Property tax (Readable scanned image/photo)		Real Property owner		
4. S.P.A/ Authorization letter, Secretary Certificate (Corporation/Company) if not declared as Real Property owner <ul style="list-style-type: none"> If owner, 1 government issued ID If owner is overseas, SPA is required If property has been bought but the Tax Declaration is declared under previous owner, submit a copy of Deed of Sale and provide one (1) government issued ID of the buyer If the owner is deceased, Extrajudicial Settlement and provide one (1) government issued ID of requesting party 		Real Property owner		
5. Previous copy of Tax Clearance acquired (if available)		Real Property owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill –out online application form attached with scanned image with complete requirements and send it thru email address: realestate.cto@quezoncity.gov.ph	1. Receive the accomplished form and evaluate the completeness of the submitted requirements and determine if declared owner or authorized person 1.1 Issue order of payment with details on how and where to pay	₱ 100.00 per Tax Declaration	10 minutes or depends on the number of email receive and respond (first come-first serve basis)	Receiving clerk Tax Clearance Section
2. Accept the order of payment and pay the required amount				Taxpayer



<p>3. Send the copy of payment (scanned photo/image) with the order of payment, email address: misc taxpayment.cto@quezoncity.gov.ph cc: realestate.cto@quezoncity.gov.ph</p>	<p>3. Receive the copy of payment and order of payment 3.1 Issue official receipt 3.2 check the status of the real property tax payment records and determine if there are any deficiency taxes and will notify the taxpayer thru phonecall, SMS or email address stated in the application form 3.3 Printing of Tax Clearance 3.4 Signature/ approval of designated officer 3.5 Send the claim stub with confirmation email</p>		<p>3 days (after payment) Acknowledgement email from Miscellaneous Section</p>	<p>Designated online cashier clerk Receiving clerk Tax Clearance Section</p>
<p>4. Receive the confirmation email and claim stub with specified release date 4.1 Print the confirmation email and claim stub</p>				
<p>5. Proceed to 2nd Floor, Annex Building Real Estate Division, Tax Clearance Section. Present the printed copy of confirmation email with claim stub, photocopy ID of the owner, photocopy ID of the authorized representative and SPA or Authorization letter on the specified releasing date</p>	<p>5. Receive the copy of confirmation email with claim stub together with the releasing requirements 5.1 Release Tax Clearance with security seal and official receipt of tax clearance fee</p>		<p>5 minutes</p>	<p>Receiving clerk Tax Clearance Section Releasing Clerk Tax Clearance Section</p>
Total			<p>3 days and 15 minutes</p>	
<p>*Note: Three (3) working days after payment acknowledgement email from Miscellaneous Section For Ten (10) or more Tax Clearance application- apply directly to the Tax Clearance Office</p>				