



*If ON PREMISE ONLINE KIOSK	Total Standard Fee: Plus Possible Fee or Formula Fee: if LATE FILING
Possible Fees LATE FILING : Php 2,000.00	

2. ISSUANCE OF CERTIFIED TRUE COPIES OF REAL PROPERTY ASSESSMENT RECORDS & RELATED CERTIFICATIONS

Transaction's processing period may also be affected by the following factors:

1. Volume of transactions received for the day.
2. Systems down time
3. Mis-sending of documents for compliance
4. Requests can also be made through a formal communication on which case, receipt, and release are coursed through the Records Section.
5. Requests for Certified True Copy of TDs and Certifications for BIR Estate Tax Settlement are considered more complex and will take a longer time for the necessary record verification, considering the time of death, etc., that sometimes need to be traced back.
6. Please do note that it takes 2-3 days except Saturday, Sunday and Holidays for us to read all forwarded emails from CityAssessor@quezoncity.gov.ph, and follows the FIFO (first in-first out) policy.
7. Complex transactions will take a longer time for necessary verification if the Tax Declaration has issues such as overlapping, disputes, old series, with annotation of encumbrances, forfeited etc.

2.1. ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION

The Assessment Records Management Division of the Office of the City Assessor provides Certified True Copies of Tax Declarations upon request. This service is available to property owners, authorized representatives, government agencies, service providers, and private entities. Certified True Copies are often required for property transfer transactions, in compliance with the Bureau of Internal Revenue (BIR) and the Registry of Deeds requirement. Additionally, these documents are utilized by banks and financial institutions for mortgage and loan applications, as well as for court proceedings and other legal matters.

Office or Division:	Office of the City Assessor, Assessment Records Management Division, City Treasurer's Office
Category:	External Service
Classification:	Simple



Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All Quezon City real property owners and their authorized representatives, buyers, brokers, consultants, realtors, developers, service providers, and other stakeholders
Operating Hours:	8:00 AM - 5:00 PM
CHECKLIST OF REQUIREMENTS	
STANDARD REQUIREMENTS	
1. Updated/Current Real Property Tax Payment	Applicant/client Agency - Division: City Treasurer's Office - Real Estate Division
2. Properly Filled-out Application Form (All fields with (*) are required to be filled) Form Code - QCG.OCAAs.OCAAs.F.07 (1) Original Copy	Agency - Division: Quezon City Government - Office of the City Assessor
Remarks: Unified Form QCG.OCAAs.OCAAs.F.07	
3. Government-issued ID of Property Owner (1) Photocopy with 3 signatures Any of the following: <ul style="list-style-type: none"> • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License • Philippine Passport • Philippine Identification (PHILID/EPHILID) (PSA) • Philhealth ID • Postal ID • Voter's ID (Comelec) • Professional Regulation (PRC) ID 	Applicant/Client
4. Proof of Ownership / Property Reference (1) Certified True Copy or Photocopy of: Remarks: Any of the following: <ul style="list-style-type: none"> • Copy of old tax declaration • Real Property Tax Receipt • Deed of Conveyance • Copy of Transfer Certificate of Title/Condominium Certificate of Title 	Applicant / Client
5. Order of Payment (1) Original Copy	Agency - Division: Office of the City Assessor - Assessment Records Management Division
B. FOR AUTHORIZED REPRESENTATIVE/S	



B.1 Notarized Special Power of Attorney (1) Original Copy Remarks: Executed by the Property owner (Seller or Buyer) Note: Extensions of authorization are not permitted unless explicitly stated in the Special Power of Attorney.	Applicant / Client
B.2 Government-issued ID of Property Owner (1) Photocopy with 3 signatures Any of the following: <ul style="list-style-type: none"> • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License • Philippine Passport • Philippine Identification (PHILID/EPHILID) (PSA) • Philhealth ID • Postal ID • Voter's ID (Comelec) • Professional Regulation (PRC) ID 	Applicant / Client
C. FOR CORPORATE ENTITIES	
C.1 Secretary's Certificate (Authorized Representative) (1) Original Copy	Applicant / Client
C.2 Government-issued IDs of corporate secretary and representative (1) Photocopy with 3 signatures Remarks: To be submitted together with Government-issued ID of Corporate Secretary Any of the following: <ul style="list-style-type: none"> • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License • Philippine Passport • Philippine Identification (PHILID/EPHILID) (PSA) • Philhealth ID • Postal ID • Voter's ID (Comelec) • Professional Regulation (PRC) ID 	Applicant / Client
C.3 General Information Sheet of the Company (1) Original Copy Or (1) Photocopy	Applicant / Client



<p>Remarks: To be submitted together with Special Power of Attorney executed by any of the owners and their government-issued ID (1) Photocopy with 3 signatures</p> <p>Any of the following:</p> <ul style="list-style-type: none"> • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License • Philippine Passport • Philippine Identification (PHILID/EPHILID) (PSA) • Philhealth ID • Postal ID • Voter's ID (Comelec) • Professional Regulation (PRC) ID 	
D. FOR EXTRAJUDICIAL SETTLEMENT OF ESTATE	
<p>D.1 Proof of Heirship (1) Original Copy Or (1) Photocopy</p> <p>Remarks: Any of the Following:</p> <ul style="list-style-type: none"> • Extrajudicial Settlement of Estate • Marriage Certificate • Birth Certificate • Last Will and Testament 	Applicant / Client
<p>D.2 Death Certificate (1) Certified True Copy or (1) Photocopy</p>	
<p>D.3 Government Issued ID (1) Photocopy with 3 signatures</p>	
E. FOR BANKS	
<p>E.1 Loan or Mortgage Agreement/Certificate of Foreclosure/Certificate of Sale (1) Original Copy or (1) Certified True Copy</p>	Applicant / Client
<p>F. For properties with an area of 5,000 square meters and above, or with overlapping issue or legal issue/disputes, or other special cases.</p> <p>Remarks: <i>For such cases, letter-request addressed to the City Assessor is required. The application will be submitted through the Records Section of the Administrative Division and will follow a different</i></p>	



<i>routing procedure. Please refer to the Routing of Communication and Correspondence steps.</i>				
F.1 Request letter addressed to the City Assessor (1) Original Copy		Applicant / Client		
F.2 Standard/mandatory requirements for transfer mentioned above		Applicant / Client		
F.3 Government issued ID of owner (1) Photocopy with 3 signatures		Applicant / Client		
F.4 Certified Copy of Court Order and Certificate of Finality (1) Original Copy		Agency - Division: Department of Justice; Clerk of Court		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure your queue number from the queuing machine and wait for it to appear on the queuing monitor. Location: Basement, Civic Center Building B, City Hall Compound	1.1. Assist requesting party in securing queue number	None	5 minute/s	Office Aide
	1.2. Call the next number on the queue.		5 minute/s	Assessment Clerk
2. Secure Application Form from the Information Officer on Duty or download online and print, then prepare the complete documentary requirements. Location: ON PREMISE: Information Desk, Basement, Civic Center Building B, Office of the City Assessor ONLINE: <u>Form No.7</u> <u>QCG.OCAAs.OCAAs.F.07</u>	2.1. Provide Application Form to requesting party and advise to prepare complete requirements	None	5 minute/s	Local Assessment Operations Officer
	2.2. Assist requesting party in accomplishing the application form, preparation of complete requirements, and answer client's inquiries.		15 minute/s	Local Assessment Operations Officer



3.A ON-PREMISE 3.A.1 Submit the properly filled-out application form along with the complete documentary requirements. Then, wait for the evaluation and verification of the requested tax declarations. Location: Counter A- Basement, Office of the City Assessor, Civic Center Building B, City Hall Compound, Mayaman St., Bgy. Central, Quezon City	3.A.1. Receive the properly filled-out application form along with the complete documentary requirements, then evaluate the completeness and substance of documentary requirements and verify requested tax declarations in the Real Property Assessment and Taxation System (RPATS) database.	None	20 minute/s	Assessment Clerk
	3.A.2. Verify Real Property tax payment in the Payment Query Module.	None	5 minute/s	Assessment Clerk
3.B ONLINE 3.B.1 Submit the properly filled-out application form along with the complete documentary requirements via email, CityAssessor@quezoncity.gov.ph	3.B.1 Receive email, evaluate the completeness and substance of documentary requirements, verify requested tax declarations and real property tax payment.	None	30 minutes	Administrative Clerk Assessment Clerk
3.B.2 Wait for the notification confirming whether the requested certified copy is ready for processing and if there are any lacking requirements.	3.B.2 Notify the requesting party to inform them whether the requested certified copy is ready for processing and send order of payment or if there are any missing requirements.	None	5 minute/s	Assessment Clerk
4. Receive order of payment Location: Basement, Office of the City Assessor, Civic Center Building B, City Hall Compound, Mayaman St., Bgy. Central, Quezon City	4. Issue order of payment	None	5 minute/s	Assessment Clerk



<p>5. Submit the order of payment, pay the corresponding Secretary's Fee and get the Official Receipt</p> <p>Location: CTO Kiosk - Ground Floor Civic Center Building B, Office of the City Assessor</p>	<p>5. Receive the order of payment and the specified amount, then issue an official receipt.</p>	<p>Standard Fees Breakdown: Fee: ₱ 100</p> <hr/> <p>₱100 x Number of copies = Total Amount to be paid</p>	<p>15 minute/s</p>	<p>Collection Officer</p>
<p>6. Submit the Original Official Receipt and wait for the claim stub</p> <p>Location: Counter A-1 Basement, Civic Center Building B, Office of the City Assessor</p>	<p>6.1. Receive the official receipt and attach to the application form.</p>	<p>None</p>	<p>2 minute/s</p>	<p>Assessment Clerk</p>
	<p>6.2. Assign control number and encode the application in the CTC Monitoring Sheet, then issue the claim stub to the requesting party.</p>		<p>10 minute/s</p>	<p>Assessment Clerk</p>
	<p>6.3. Scan the application form together with complete requirements and forward to the Records Control Section.</p>		<p>5 minute/s</p>	<p>Assessment Clerk</p>
<p>7. Wait for the certified true copy of the tax declaration to be processed and for the control number to be called.</p> <p>Location: Counter 10 Ground Floor, Office of the City Assessor, Civic Center Building B</p> <p>Notes: The duration of the processing and approval process varies based on the complexity and volume of transactions received for the day.</p>	<p>7.1. Retrieve and print correct eCopy of requested tax declarations from the Real Property Assessment and Taxation System Module with watermark "Certified True Copy" (eCTC-for tax declarations issued from year 2006 to present)</p>	<p>None</p>	<p>20 minute/s</p>	<p>Assessment Clerk</p>
	<p>7.2. Retrieve original Tax Declaration from file and photocopy the same, then stamp the photocopied Tax</p>		<p>45 minute/s</p>	<p>Bookbinder</p>



	declarations with “Certified True Copy” (Manual-for tax declarations issued from the year 2005 and below)			
	7.3. Review and pre- approve the requested certified true copy of tax declaration.		5 minute/s	Local Assessment Operation Officer
	7.4. Final review and approval of requested certified true copy		10 minute/s	Local Assessment Operation Officer
8. Go to Counter 10, present claim stub, and receive the requested certified true copies of tax declarations. Location: Counter 10 Ground Floor, Office of the City Assessor Note: The requested certified true copies of tax declarations will only be released to the requesting party specified in the request form.	8.1 Receive the claim stub and release the requested certified true copies of tax declarations to the requesting party.	None	10 minute/s	Assessment Clerk
Total Processing Time: (Note: Processing time may vary depending on the number of parcels/real property units (RPUs), complexity of the transactions involved, and the volume of transactions received for the day.)				
Total Processing Time:	3 hour/s, 2 minute/s			
Total Processing Fee:	Total Standard Fee: ₱100 Secretary Fee Plus Possible Fee or Formula Fee:			
Formula / Schedule of Fees Secretary's Fee = ₱100 x Number of copies = Total Amount to be paid				

2.2. ISSUANCE OF CERTIFIED COPY OF TAX MAPS

A tax map can be requested to identify the specific location of a property based on the latest Tax Mapping Record. However, this certification cannot be used as



evidence in resolving boundary disputes.

Office or Division:	Office of the City Assessor, Tax Mapping Division, City Treasurer's Office	
Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	All Quezon City real property owners and their authorized representatives, buyers, brokers, consultants, realtors, developers, service providers, and other stakeholders	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. STANDARD REQUIREMENTS		
1. Updated/Current Real Property Tax Payment	Applicant/client Agency - Division: City Treasurer's Office - Real Estate Division	
3 Properly Filled-out Application Form (All fields with (*) are required to be filled) Form Code - QCG.OCA.s.OCA.s.F.07 (1) Original Copy Remarks: <u>Unified Form QCG.OCA.s.OCA.s.F.07</u>	Agency - Division: Quezon City Government - Office of the City Assessor	
3. Government-issued ID of Property Owner (1) Photocopy with 3 signatures Any of the following: <ul style="list-style-type: none"> ● QCitizen ID issued by the Quezon City Government ● SSS Unified Multi-Purpose ID ● (UMID) ● Driver's License - LTO ● Passport ● Philippine Identification (PhilID / ePhilID) ● PhilHealth ID ● Postal ID ● Voter's ID ● Professional Regulation (PRC) ID 	Applicant/Client	
4. Proof of Ownership / Property Reference (1) Certified True Copy or (1) Photocopy	Applicant / Client	



Remarks: Any of the following: <ul style="list-style-type: none"> • Copy of old tax declaration • Deed of Conveyance • Real Property Tax Receipt • Copy of Transfer Certificate of Title/Condominium • Certificate of Title 	
5. Order of Payment (1) Original Copy	Agency - Division: Office of the City Assessor – Tax Mapping Division
B. FOR AUTHORIZED REPRESENTATIVE/S	
B.1 Notarized Special Power of Attorney (1) Original Copy Note: Extensions of authorization are not permitted unless explicitly stated in the Special Power of Attorney	Applicant / Client
B.2 Government-issued ID of Property Owner (1) Photocopy with 3 signatures Any of the following: <ul style="list-style-type: none"> • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License • Philippine Passport • Philippine Identification (PHILID/EPHILID) (PSA) • Philhealth ID • Postal ID • Voter's ID (Comelec) • Professional Regulation (PRC) ID 	Applicant / Client
C. FOR CORPORATE ENTITIES	
C.1 Board Resolution and Secretary's Certificate (1) Original Copy	Applicant / Client
C.2 Government-issued IDs of corporate secretary and representative Remarks: To be submitted together with Government-issued ID of Corporate Secretary (1) Photocopy with 3 signatures Any of the following: <ul style="list-style-type: none"> • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License • Philippine Passport • Philippine Identification (PHILID/EPHILID) (PSA) • Philhealth ID 	Applicant / Client



<ul style="list-style-type: none"> • Postal ID • Voter's ID (Comelec) • Professional Regulation (PRC) ID 				
C.3 General Information Sheet of the Company (1) Original Copy Or (1) Photocopy Remarks: To be submitted together with Special Power of Attorney executed by any of the owners and their Government-issued ID (1) Photocopy with 3 signatures Any of the following: <ul style="list-style-type: none"> • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License • Philippine Passport • Philippine Identification (PHILID/EPHILID) (PSA) • Philhealth ID • Postal ID • Voter's ID (Comelec) • Professional Regulation (PRC) ID 		Applicant / Client		
D. For properties with an area of 5,000 square meters and above, or with overlapping issue or legal issue/disputes, or other special cases. Remarks: <i>For such cases, letter-request addressed to the City Assessor is required. The application will be submitted through the Records Section of the Administrative Division and will follow a different routing procedure. Please refer to the Routing of Communication and Correspondence steps.</i>				
D.1 Request letter addressed to the City Assessor (1) Original Copy		Applicant / Client		
D.2 Standard/mandatory requirements for transfer mentioned above		Applicant / Client		
D.3 Government issued ID of owner (1) Photocopy with 3 signatures		Applicant / Client		
D.4 Certified Copy of Court Order and Certificate of Finality (1) Original Copy		Agency - Division: Department of Justice; Clerk of Court		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>1. Secure your queue number from the queuing machine and wait for it to appear on the queuing monitor.</p> <p>Location: Counter 3, Ground Floor, Civic Center Building B, City Hall Compound</p> <p>Notes/Instruction: Waiting time will depend on the number of persons on-queue.</p>	1.1. Assist requesting party in securing queue number	None	15 minute/s	Office Aide
	1.2. Call the next number on the queue.		5 minute/s	Tax Mapper
<p>2. Secure Application Form from the Information Officer on Duty or download online and print, then prepare the complete documentary requirements.</p> <p>Location: ON PREMISE: Counter 3, Ground Floor, Civic Center Building B, Office of the City Assessor</p> <p>ONLINE: <u>Form No.7</u> <u>QCG.OCAAs.OCAAs.F.07</u></p>	2.1. Provide Application Form to requesting party and advise to prepare complete requirements	None	15 minute/s	Tax Mapper
	2.2. Assist requesting party in accomplishing the application form, preparation of complete requirements, and answer client's inquiries.		15 minute/s	Tax Mapper
<p>3.A. ON PREMISE Submit the properly filled-out form at counter 3, along with the complete documentary requirements and wait for the evaluator to finish the evaluation process.</p> <p>Location:</p>	3.A.1. Receives the submitted application form along with the documentary requirement, then evaluates the completeness of the form and the submitted document.	None	30 minute/s	Tax Mapper



Counter 3 - Ground Floor, Office of the City Assessor, Civic Center Building B, City Hall Compound, Mayaman St., Bgy. Central, Quezon City	3.A.2. Verify Real Property Tax Payment in the Real Property Tax Payment Query Module.		15 minute/s	Tax Mapper
	3.A.3. Notify the Client as to the acceptance/denial of the request.		10 minute/s	Tax Mapper
3.B ONLINE 3.B.1 Submit the properly filled-out application form along with the complete documentary requirements via email, CityAssessor@quezoncity.gov.ph	3.B.1 Receive email, evaluate the completeness and substance of documentary requirements, verify requested tax declarations and real property tax payment.	None	30 minutes	Administrative Clerk Tax Mapping Aide
4. Receive order of payment Location: Counter 3-Ground Floor, Office of the City Assessor, Civic Center Building B, City Hall Compound, Mayaman St., Bgy. Central, Quezon City	4. Issue order of payment	None	10 minute/s	Tax Mapper
5. Submit the order of payment, pay the corresponding Secretary's Fee and get the Official Receipt. Location: CTO Kiosk - Ground Floor Civic Center Building B, Office of the City Assessor	5. Receive the order of payment and the specified amount, then issue an official receipt.	Standard Fees Breakdown: Secretary's Fee: PHP 400 Total: PHP 400	15 minute/s	Collection Officer
6. Submit the Original Official Receipt and wait for the claim stub at Counter 3.	6.1. Receive the official receipt and attach to the application form.	None	10 minute/s	Tax Mapper



Location: Counter 3 Basement, Civic Center Building B, Office of the City Assessor	6.2. Issue claim stub to the requesting party.		10 minute/s	Tax Mapper
7. Wait for the release of the requested document.	7.1. Prepares the requested document.	None	1 hour/s	Tax Mapper
	7.2. Forward the certification request to Division Head for review, approval and signature.		30 minute/s	Section Chief Division Head
	7.3. Notify the requesting party as to the status of their request.		10 minute/s	Tax Mapper
8. Present the claim stub and receive the requested document Location: ON-PREMISE: Counter 3, Ground Floor, Office of the City Assessor, Civic Center Building B, City Hall Compound, Mayaman St., Bgy. Central, Quezon City. Mayaman St., Bgy. Central, Quezon City	8. Receive the claim stub from the client and verify the status of the request	None	10 minute/s	Tax Mapper
(Note: Processing time may vary depending on the number of parcels/real property units (RPUs), complexity of the transactions involved, and the volume of transactions received for the day.)				
Total Processing Time:		4 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 400		

2.3 CERTIFICATION OF ADJOINING LOT OWNERSHIP

Certificate of Adjoining Lot Ownership is also issued for purposes of stating the exact location and nearby lot owners within the boundaries of a particular property requested by the owner.



Office or Division:	Office of the City Assessor, Tax Mapping Division, City Treasurer's Office	
Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	All Quezon City real property owners and their authorized representatives, buyers, brokers, consultants, realtors, developers, service providers, and other stakeholders	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. STANDARD REQUIREMENTS		
1. Updated/ Current Real Property Tax Payment	Applicant/Client Agency - Division: Quezon City Government - Office of the City Assessor	
2. Properly Filled-out Application Form (All fields with (*) are required to be filled) o Form Code - QCG.OCAAs.OCAAs.F.07 (1) Original Copy Remarks: Unified Form_QCG.OCAAs.OCAAs.F.07	Agency - Division: Quezon City Government - Office of the City Assessor	
3. Government-issued ID of Property Owner (1) Photocopy with 3 signatures Any of the following: <ul style="list-style-type: none"> • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License • Philippine Passport • Philippine Identification (PHILID/EPHILID) (PSA) • Philhealth ID • Postal ID • Voter's ID (Comelec) • Professional Regulation (PRC) ID 	Applicant/Client	
4. Proof of Ownership / Property Reference (1) Certified True Copy or (1) Photocopy Remarks: Any of the following: <ul style="list-style-type: none"> • Copy of old tax declaration • Deed of Conveyance • Real Property Tax Receipt • Copy of Transfer Certificate of Title/Condominium • Certificate of Title 	Applicant / Client	



5. Order of Payment (1) Original Copy	Agency - Division: Office of the City Assessor – Tax Mapping Division
B. FOR AUTHORIZED REPRESENTATIVE/S	
B.1 Notarized Special Power of Attorney (1) Original Copy Note: Extensions of authorization are not permitted unless explicitly stated in the Special Power of Attorney	Applicant / Client
B.2 Government-issued ID of Property Owner (1) Photocopy with 3 signatures Any of the following: <ul style="list-style-type: none"> • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License • Philippine Passport • Philippine Identification (PHILID/EPHILID) (PSA) • Philhealth ID • Postal ID • Voter's ID (Comelec) • Professional Regulation (PRC) ID 	Applicant / Client
C. FOR CORPORATE ENTITIES	
C.1 Board Resolution and Secretary's Certificate (1) Original Copy	Applicant / Client
C.2 Government-issued IDs of corporate secretary and representative Remarks: To be submitted together with Government-issued ID of Corporate Secretary (1) Photocopy with 3 signatures Any of the following: <ul style="list-style-type: none"> • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License • Philippine Passport • Philippine Identification (PHILID/EPHILID) (PSA) • Philhealth ID • Postal ID • Voter's ID (Comelec) • Professional Regulation (PRC) ID 	Applicant / Client
C.3 General Information Sheet of the Company (1) Original Copy Or (1) Photocopy	Applicant / Client



Remarks: To be submitted together with Special Power of Attorney executed by any of the owners and their Government-issued ID (1) Photocopy with 3 signatures Any of the following: <ul style="list-style-type: none"> • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License • Philippine Passport • Philippine Identification (PHILID/EPHILID) (PSA) • Philhealth ID • Postal ID • Voter's ID (Comelec) • Professional Regulation (PRC) ID 				
D. For properties with an area of 5,000 square meters and above, or with overlapping issue or legal issue/disputes, or other special cases. Remarks: <i>For such cases, letter-request addressed to the City Assessor is required. The application will be submitted through the Records Section of the Administrative Division and will follow a different routing procedure. Please refer to the Routing of Communication and Correspondence steps.</i>				
D.1 Request letter addressed to the City Assessor		Applicant / Client		
(1) Original Copy				
D.2 Standard/mandatory requirements for transfer mentioned above		Applicant / Client		
D.3 Government issued ID of owner		Applicant / Client		
(1) Photocopy with 3 signatures				
D.4 Certified Copy of Court Order and Certificate of Finality		Agency - Division: Department of Justice; Clerk of Court		
(1) Original Copy				
E. For request for condominium adjoining units				
E.1 Approved schematic plan		Condominium Administrator		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>1. Secure your queue number from the queuing machine and wait for it to appear on the queuing monitor.</p> <p>Location: Counter 3, Ground Floor, Civic Center Building B, City Hall Compound</p> <p>Notes/Instruction: Waiting time will depend on the number of persons on-queue.</p>	1.1. Assist requesting party in securing queue number	None	15 minute/s	Office Aide
	1.2. Call the next number on the queue.		5 minute/s	Tax Mapper
<p>2. Secure Application Form from Counter 3, Ground Floor or download online and print, then prepare the complete documentary requirements.</p> <p>Location: ON PREMISE: Counter 3, Ground Floor, Civic Center Building B, Office of the City Assessor</p> <p>ONLINE: <u>Form No.7</u> <u>QCG.OCA.s.OCA.s.F.07</u></p>	2.1. Provide Application Form to requesting party and advise to prepare complete requirements	None	15 minute/s	Tax Mapper
<p>3.A ON-PREMISE</p> <p>3.A.1 Submit the properly filled-out application form along with the complete documentary requirements. Then, wait for the evaluation and verification of the requested tax declarations.</p> <p>Location: Counter 3-Ground Floor, Office of the City Assessor, Civic Center Building B, City Hall Compound, Mayaman</p>	3.A.1. Receive the properly filled-out application form along with the complete documentary requirements, then evaluate the completeness and substance of documentary requirements and verify request.	None	20 minute/s	Tax Mapper



St., Bgy. Central, Quezon City				
3.B ONLINE 3.B.1 Submit the properly filled-out application form along with the complete documentary requirements via email, CityAssessor@quezoncity.gov.ph	3.B.1 Receive email, evaluate the completeness and substance of documentary requirements, verify requested tax declarations and real property tax payment.	None	30 minutes	Administrative Clerk Tax Mapping Aide
4. Receive order of payment Location: Counter 3-Ground Floor, Office of the City Assessor, Civic Center Building B, City Hall Compound, Mayaman St., Bgy. Central, Quezon City	4. Issue order of payment	None	5 minute/s	Tax Mapper
5. Submit the order of payment, pay the corresponding Secretary's Fee and get the Official Receipt. Location: CTO Kiosk - Ground Floor Civic Center Building B, Office of the City Assessor	5. Receive the order of payment and the specified amount, then issue an official receipt.	Standard Fees Breakdown: Secretary's Fee: PHP 100 Total: PHP 100	30 minute/s	Collection Officer
6. Submit the Original Official Receipt and wait for the claim stub at Counter 3. Location: Counter 3 Basement, Civic Center Building B, Office of the City Assessor	6.1. Receive the official receipt and attach to the application form.	None	15 minute/s	Tax Mapper
	6.2. Issue claim stub to the requesting party.		5 minute/s	Tax Mapper



7. Wait for the release of the requested document.	7.1. Prepares the requested document.	None	1 hour/s	Tax Mapper
	7.2. Forward the certification request to Division Head for review, approval and signature.		30 minute/s	Section Chief Division Head
	7.3. Notify the requesting party as to the status of their request.		15 minute/s	Tax Mapper
8. Present the claim stub and receive the requested document Location: ON-PREMISE: Counter 3, Ground Floor, Office of the City Assessor, Civic Center Building B, City Hall Compound, Mayaman St., Bgy. Central, Quezon City. Mayaman St., Bgy. Central, Quezon City	8.1 Receive the claim stub from the client and release the requested certification	None	15 minute/s	Tax Mapper
Total Processing Time:		3 hour/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 100		

2.4 CERTIFICATE OF PROPERTY LOCATION

A Certificate of Property Location is issued to state the exact location of a property based on available records. It is commonly used as part of due diligence before purchasing a property, resolving land disputes, and for other purposes.

Office or Division:	Office of the City Assessor, Tax Mapping Division, City Treasurer's Office
Category:	External Service



Classification:	Simple	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	All Quezon City real property owners and their authorized representatives, buyers, brokers, consultants, realtors, developers, service providers, and other stakeholders	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
STANDARD REQUIREMENTS:		
1. Updated/Current Real Property Tax Payment		Applicant/Client Agency - Division: Quezon City Government - City Treasurer's Office
2. Properly Filled-out Application Form (All fields with (*) are required to be filled) o Form Code - QCG.OCA.s.OCA.s.F.07 (1) Original Copy Remarks: <u>Unified Form QCG.OCA.s.OCA.s.F.07</u>		Agency - Division: Quezon City Government - Office of the City Assessor
3. Government-issued ID of Property Owner (1) Photocopy with 3 signatures Any of the following: <ul style="list-style-type: none"> • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License • Philippine Passport • Philippine Identification (PHILID/EPHILID) (PSA) • Philhealth ID • Postal ID • Voter's ID (Comelec) Professional Regulation (PRC) ID		Applicant/Client
4. Proof of Ownership / Property Reference (1) Certified True Copy or (1) Photocopy Remarks: Any of the following: <ul style="list-style-type: none"> • Copy of old tax declaration • Deed of Conveyance • Real Property Tax Receipt • Copy of Transfer Certificate of Title/Condominium Certificate of Title 		Applicant / Client
5. Order of Payment (1) Original Copy		Agency - Division: Office of the City Assessor – Tax Mapping Division
B. FOR AUTHORIZED REPRESENTATIVE/S		



B.1 Notarized Special Power of Attorney (1) Original Copy Note: Extensions of authorization are not permitted unless explicitly stated in the Special Power of Attorney	Applicant / Client
B.2 Government-issued ID of Property Owner (1) Photocopy with 3 signatures Any of the following: <ul style="list-style-type: none"> • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License • Philippine Passport • Philippine Identification (PHILID/EPHILID) (PSA) • Philhealth ID • Postal ID • Voter's ID (Comelec) • Professional Regulation (PRC) ID 	Applicant / Client
C. FOR CORPORATE ENTITIES	
C.1 Board Resolution and Secretary's Certificate (1) Original Copy	Applicant / Client
C.2 Government-issued IDs of corporate secretary and representative Remarks: To be submitted together with Government-issued ID of Corporate Secretary (1) Photocopy with 3 signatures Any of the following: <ul style="list-style-type: none"> • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License • Philippine Passport • Philippine Identification (PHILID/EPHILID) (PSA) • Philhealth ID • Postal ID • Voter's ID (Comelec) • Professional Regulation (PRC) ID 	Applicant / Client
C.3 General Information Sheet of the Company (1) Original Copy Or (1) Photocopy Remarks: To be submitted together with Special Power of Attorney executed by any of the owners and their Government-issued ID (1) Photocopy with 3 signatures	Applicant / Client



Any of the following: <ul style="list-style-type: none"> • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License • Philippine Passport • Philippine Identification (PHILID/EPHILID) (PSA) • Philhealth ID • Postal ID • Voter's ID (Comelec) Professional Regulation (PRC) ID				
D. For properties with an area of 5,000 square meters and above, or with overlapping issue or legal issue/disputes, or other special cases. Remarks: <i>For such cases, letter-request addressed to the City Assessor is required. The application will be submitted through the Records Section of the Administrative Division and will follow a different routing procedure. Please refer to the Routing of Communication and Correspondence steps.</i>				
D.1 Request letter addressed to the City Assessor (1) Original Copy		Applicant / Client		
D.2 Standard/mandatory requirements for transfer mentioned above		Applicant / Client		
D.3 Government issued ID of owner (1) Photocopy with 3 signatures		Applicant / Client		
D.4 Certified Copy of Court Order and Certificate of Finality (1) Original Copy		Agency - Division: Department of Justice; Clerk of Court		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure your queue number from the queuing machine and wait for it to appear on the queuing monitor.	1.1. Assist requesting party in securing queue number	None	15 minute/s	Office Aide



<p>Location: Counter 3, Ground Floor, Civic Center Building B, City Hall Compound</p> <p>Notes/Instruction: Waiting time will depend on the number of persons on-queue.</p>	1.2. Call the next number on the queue.		5 minute/s	Tax Mapper
<p>2. Secure Application Form from Counter 3, Ground Floor or download online and print, then prepare the complete documentary requirements.</p> <p>Location: ON PREMISE: Counter 3, Ground Floor, Civic Center Building B, Office of the City Assessor</p> <p>ONLINE: <u>Form No.7</u> <u>QCG.OCAAs.OCAAs.F.07</u></p>	2.1. Provide Application Form to requesting party and advise to prepare complete requirements	None	15 minute/s	Tax Mapper
	2.2. Assist requesting party in accomplishing the application form, preparation of complete requirements, and answer client's inquiries.		15 minute/s	Tax Mapper
<p>3.A ON-PREMISE</p> <p>3.A.1 Submit the properly filled-out application form along with the complete documentary requirements. Then, wait for the evaluation and verification of the requested tax declarations.</p> <p>Location: Counter 3-Ground Floor, Office of the City Assessor, Civic Center Building B, City Hall Compound, Mayaman St., Bgy. Central, Quezon City</p>	3.A.1. Receive the properly filled-out application form along with the complete documentary requirements, then evaluate the completeness and substance of documentary requirements and verify request.	None	20 minute/s	Tax Mapper



3.B ONLINE 3.B.1 Submit the properly filled-out application form along with the complete documentary requirements via email, CityAssessor@quezoncity.gov.ph	3.B.1 Receive email, evaluate the completeness and substance of documentary requirements, verify requested tax declarations and real property tax payment.	None	30 minutes	Administrative Clerk Tax Mapping Aide
4. Receive order of payment Location: Counter 3-Ground Floor, Office of the City Assessor, Civic Center Building B, City Hall Compound, Mayaman St., Bgy. Central, Quezon City	4. Issue order of payment	None	5 minute/s	Tax Mapper
5. Submit the order of payment, pay the corresponding Secretary's Fee and get the Official Receipt. Location: CTO Kiosk - Ground Floor Civic Center Building B, Office of the City Assessor	5. Receive the order of payment and the specified amount, then issue an official receipt.	Standard Fees Breakdown: Secretary's Fee: PHP 100 Total: PHP 100	30 minute/s	Collection Officer
6. Submit the Original Official Receipt and wait for the claim stub at Counter 3. Location: Counter 3 Basement, Civic Center Building B, Office of the City Assessor	6.1. Receive the official receipt and attach to the application form.	None	15 minute/s	Tax Mapper
	6.2. Issue claim stub to the requesting party.		5 minute/s	Tax Mapper



7. Wait for the release of the requested document.	7.1. Prepares the requested document.	None	1 hour/s	Tax Mapper
	7.2. Forward the certification request to Division Head for review, approval and signature.		30 minute/s	Section Chief Division Head
	7.3. Notify the requesting party as to the status of their request.		15 minute/s	Tax Mapper
8. Present the claim stub and receive the requested document. Location: ON-PREMISE: Counter 3, Ground Floor, Office of the City Assessor, Civic Center Building B, City Hall Compound, Mayaman St., Bgy. Central, Quezon City. Mayaman St., Bgy. Central, Quezon City	8. Receive the claim stub from the client and verify the status of the request	None	15 minute/s	Tax Mapper
Total Processing Time:		3 hour/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 100		

2.5 ISSUANCE OF CERTIFICATIONS FOR PROPERTY HOLDING

The Office of the City Assessor provides Certifications of Property Holding and Certification of No Property, upon the request of interested parties or his/her authorized representative, any government agency, or private entities, for credit investigation. Most of the time, these certifications provides an official record, based on our existing real property assessment database, of the properties that form part of the estate being settled. This service allows the taxpayer to obtain a listing of his/her properties as reference for payment of taxes, and for other legal purposes, it may serve.

There are times that very limited information is provided by requesting party/ies, thus,



the chances of referring or routing the same to other divisions concerned, for further verification and confirmation.

Office or Division:	Office of the City Assessor, Electronic Data Processing Division, City Treasurer's Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All Quezon City real property owners and their authorized representatives, buyers, brokers, consultants, realtors, developers, service providers, and other stakeholders.
Operating Hours:	8:00 AM - 5:00 PM
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. STANDARD REQUIREMENTS	
1. Updated/Current Real Property Tax Payment	Applicant/Client Agency - Division: City Treasurer's Office – Real Estate Division
2. Properly Filled-out Application Form (All fields with (*) are required to be filled) o Form Code - QCG.OCAAs.OCAAs.F.07 (1) Original Copy Remarks: <u>Unified Form QCG.OCAAs.OCAAs.F.07</u>	Agency - Division: Quezon City Government - Office of the City Assessor
3. Government-issued ID of Property Owner (1) Photocopy with 3 signatures Any of the following: <ul style="list-style-type: none"> • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License • Philippine Passport • Philippine Identification (PHILID/EPHILID) (PSA) • Philhealth ID • Postal ID • Voter's ID (Comelec) • Professional Regulation (PRC) ID 	Applicant/Client



4. Proof of Ownership / Property Reference (1) Certified True Copy or (1) Photocopy of: Remarks: Any of the following: <ul style="list-style-type: none"> • Copy of old tax declaration • Deed of Conveyance • Real Property Tax Receipt • Copy of Transfer Certificate of Title/Condominium Certificate of Title 	Applicant / Client
5. Order of Payment (1) Original Copy	Agency - Division: Office of the City Assessor – Electronic Data Processing Division
B. FOR AUTHORIZED REPRESENTATIVE/S	
B.1 Notarized Special Power of Attorney (1) Original Copy Remarks: Executed by the Property owner (Seller or Buyer) Note: Extensions of authorization are not permitted unless explicitly stated in the Special Power of Attorney	Applicant / Client
B.2 Government-issued ID of authorized representative (1) Photocopy with 3 signatures Any of the following: <ul style="list-style-type: none"> • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License • Philippine Passport • Philippine Identification (PHILID/EPHILID) (PSA) • Philhealth ID • Postal ID • Voter's ID (Comelec) • Professional Regulation (PRC) ID 	Applicant / Client
C. FOR CORPORATE ENTITIES	
C.1 Board Resolution and Secretary's Certificate (1) Original Copy	Applicant / Client



<p>C.2 Government-issued IDs of corporate secretary and representative</p> <p>Remarks: To be submitted together with Government-issued ID of Corporate Secretary (1) Photocopy with 3 signatures Any of the following:</p> <ul style="list-style-type: none"> • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License • Philippine Passport • Philippine Identification (PHILID/EPHILID) (PSA) • Philhealth ID • Postal ID • Voter's ID (Comelec) • Professional Regulation (PRC) ID 	Applicant / Client
<p>C.3 General Information Sheet of the Company (1) Original Copy Or (1) Photocopy Remarks: To be submitted together with Special Power of Attorney executed by any of the owners and their Government-issued ID (1) Photocopy with 3 signatures Any of the following:</p> <ul style="list-style-type: none"> • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License • Philippine Passport • Philippine Identification (PHILID/EPHILID) (PSA) • Philhealth ID • Postal ID • Voter's ID (Comelec) • Professional Regulation (PRC) ID 	Applicant / Client
<p>D. FOR EXTRAJUDICIAL SETTLEMENT OF ESTATE</p>	
<p>D.1 Proof of Heirship (1) Original Copy or (1) Photocopy Remarks: Any of the Following:</p> <ul style="list-style-type: none"> • Extrajudicial Settlement of Estate • Marriage Certificate • Birth Certificate • Last Will and Testament 	Applicant / Client



D.2 Death Certificate (1) Certified True Copy or (1) Photocopy	Applicant / Client
D.3 Government Issued ID (1) Photocopy with 3 signatures	
E. FOR BANKS	
E.1 Loan or Mortgage Agreement/Certificate of Foreclosure/Certificate of Sale (1) Original Copy Or (1) Photocopy	Applicant / Client
F. For properties with an area of 5,000 square meters and above, or with overlapping issue or legal issue/disputes, or other special cases. Remarks: <i>For such cases, letter-request addressed to the City Assessor is required. The application will be submitted through the Records Section of the Administrative Division and will follow a different routing procedure. Please refer to the Routing of Communication and Correspondence steps.</i>	
F.1 Request letter addressed to the City Assessor (1) Original Copy	Applicant / Client
F.2 Standard/mandatory requirements for transfer mentioned above	Applicant / Client
F.3 Government issued ID of owner (1) Photocopy with 3 signatures	Applicant / Client
F.4 Certified Copy of Court Order and Certificate of Finality (1) Original Copy	Agency - Division: Department of Justice; Clerk of Court

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure queue number from the queuing machine and wait for it to appear on the queuing monitor. Location: Counter 4, Ground Floor, Civic Center	1.1. Assist requesting party in securing queue number 1.2. Call the next number on	None	10 minute/s 5 minute/s	Office Aide Data Controller



Building B, City Hall Compound Notes/Instruction: Waiting time will depend on the number of persons on-queue.	queue.			
2. Secure Application Form from the Information Officer on Duty or download online and print, then prepare the complete documentary requirements. Location: ON PREMISE: Ground Floor, Civic Center Building B, Office of the City Assessor ONLINE: Form No.7_QCG.OCAAs.OCAAs.F.07	2.1. Provide Application Form to requesting party and advise to prepare complete requirements	None	5 minute/s	Data Controller
	2.2. Assist requesting party in accomplishing the application form, preparation of complete requirements, and answer client's inquiries.	None	15 minute/s	Data Controller
3.A ON-PREMISE 3.A.1 Submit the properly filled-out application form along with the complete documentary requirements. Then, wait for the evaluation and verification of the requested certification. Location: Counter 4, Ground Floor, Office of the City Assessor, Civic Center	3.A.1. Receive the properly filled-out application form along with the complete documentary requirements, then evaluate the completeness and substance of documentary requirements and verify subject property/ies using the Real Property Assessment and Taxation System	None	20 minutes	Data Controller



Building B, City Hall Compound, Mayaman St., Bgy. Central, Quezon City	(RPATS) module.			
	3.A.2. Verify Real Property tax payment in the Payment Query Module.	None	5 minute/s	Data Controller
3.B ONLINE 3.B.1 Submit the properly filled-out application form along with the complete documentary requirements via email, CityAssessor@quezoncity.gov.ph	3.B.1 Receive email, evaluate completeness and substance of documentary requirements, verify subject properties and real property tax payment.	None	30 minutes	Data Controller
3.B.2 Wait for the notification confirming whether the requested certification is ready for processing and if there are any lacking requirements.	3.B.2 Notify the requesting party to inform them whether the requested certification is ready for processing and send order of payment or if there are any missing requirements.	None	5 minute/s	Data Controller
4. Receive order of payment Location: Counter 4, Ground Floor, Office of the City Assessor, Civic Center Building B, City Hall	4. Issue order of payment	None	5 minute/s	Data Controller



Compound, Mayaman St., Bgy. Central, Quezon City				
<p>5. Submit the order of payment, pay the corresponding Secretary's Fee and get the Official Receipt.</p> <p>Location:</p> <p>CTO Kiosk - Ground Floor Civic Center Building B, Office of the City Assessor</p>	5.1. Receive the order of payment and the specified amount, then issue an official receipt.	<p>Standard Fees</p> <p>Breakdown:</p> <p>Total PHP 100 per certification</p>	30 minute/s	Collection Officer
<p>6. Submit the Original Official Receipt and wait for the claim stub at Counter 4.</p> <p>Location:</p> <p>Counter 4, Civic Center Building B, Office of the City Assessor</p>	6.1. Receive the official receipt and attach to the application form.	None	15 minute/s	Data Controller
	6.2. Assign control number, record, and Issue claim stub to the requesting party.	None	5 minute/s	Data Controller
<p>7. Wait for the release of the requested document.</p> <p>Note that processing time for those requiring to trace back 1995 and below will take time, thus, being scheduled the following day.</p>	7.1. Prepares the requested certification.	None	3 hour/s	Computer Operator/Data Controller
	7.2. Forward the certification request to Division Head for review, approval and signature.	None	30 minute/s	Division Chief
	7.3. Notify the requesting party as to the status of their request.	None	10 minute/s	Data Controller



<p>8. Present the claim stub and receive the requested document</p> <p>Location: ON-PREMISE: Ground Floor, Office of the City Assessor</p> <p>Notes/Instruction: In the event there is a need for additional property research fees to be collected, applicant will receive another Order of Payment for the additional fees before the document is released finally.</p> <ul style="list-style-type: none"> Counter 4 to receive the Order of Payment Take the Order of Payment and proceed to the City Treasury Kiosk located on the ground floor of the City Assessor's Office, Civic Center Building B, Mayaman Street, Quezon City Hall Compound, Quezon City, to pay the corresponding fee. After making the payment, return to Counter 4 and present your official receipt to the receiving clerk to claim your requested document. 	8.1. Receive the claim stub from the client and release the requested certification.		15 minutes	Data Controller
	8.2 In the event of additional fees required, certification is withheld and Order of Payment is issued.	<p>Possible Fees Breakdown: Additional property research fee(per property) : PHP 50</p>		
	Receive the order of payment and the specified amount, then issue an official receipt.		15 minutes	Collecting Officer
	8.2. Release the certification request to the client and ask the client to sign on the receiving copy.	None	10 minute/s	Data Controller
Total Processing Time:		Six (6) hours on the average <i>Note: If with additional required fees additional 15-30 minutes</i>		
Total Processing Fee:		<p>Total Standard Fee:</p> <ul style="list-style-type: none"> Php 100 Secretary Fee Php 50.00 Property Research Fee <p>Plus possible Fee or Forumula Fee</p>		



Formula / Schedule of Fees

Secretary's Fees

$P100 \times \text{Number of Certifications issued} = \text{Total Amount to be paid}$

Excess properties as a result of verification shall be subject to additional P50/property, thus:

$P 50 \times \text{additional properties found} = \text{Additional Property Research Fees to be paid}$

2.6 ISSUANCE OF CERTIFICATION FOR NO IMPROVEMENT/ WITH IMPROVEMENT

Certification as to “No Improvement” or “With Improvement” are additional certifications issued by this Office upon the request of the owner or his authorized representatives, any government agency, or private entities, for verification. This service allows the taxpayer to obtain valuation details of a particular lot, including all the improvements erected thereon, for tax payment, and for other legal purposes, it may serve.

There are also times that certification is requested for a particular or given period, thus, the chances of tracking back subject property/ies, for further verification and confirmation.

Office or Division:	Office of the City Assessor, Electronic Data Processing Division, City Treasurer's Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All Quezon City real property owners and their authorized representatives, buyers, brokers, consultants, realtors, developers, service providers, and other stakeholders.
Operating Hours:	8:00 AM - 5:00 PM
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. STANDARD REQUIREMENTS	



1. Updated/Current Real Property Tax Payment	Applicant/Client Agency - Division: City Treasurer's Office – Real Estate Division
2. Properly Filled-out Application Form (All fields with (*) are required to be filled) o Form Code - QCG.OCAAs.OCAAs.F.07 (1) Original Copy Remarks: Unified Form_QCG.OCAAs.OCAAs.F.07	Agency - Division: Quezon City Government - Office of the City Assessor
3. Government-issued ID of Property Owner (1) Photocopy with 3 signatures Any of the following: <ul style="list-style-type: none"> • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License • Philippine Passport • Philippine Identification (PHILID/EPHILID) (PSA) • Philhealth ID • Postal ID • Voter's ID (Comelec) • Professional Regulation (PRC) ID 	Applicant/Client
4. Proof of Ownership / Property Reference (1) Certified True Copy or (1) Photocopy of: Remarks: Any of the following: <ul style="list-style-type: none"> • Copy of old tax declaration • Deed of Conveyance • Real Property Tax Receipt • Copy of Transfer Certificate of Title/Condominium Certificate of Title 	Applicant / Client
5. Order of Payment (1) Original Copy	Agency - Division: Office of the City Assessor – Electronic Data Processing Division
B. FOR AUTHORIZED REPRESENTATIVE/S	



B.1 Notarized Special Power of Attorney (1) Original Copy Remarks: Executed by the Property owner (Seller or Buyer) Note: Extensions of authorization are not permitted unless explicitly stated in the Special Power of Attorney	Applicant / Client
B.2 Government-issued ID of authorized representative (1) Photocopy with 3 signatures Any of the following: <ul style="list-style-type: none"> • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License • Philippine Passport • Philippine Identification (PHILID/EPHILID) (PSA) • Philhealth ID • Postal ID • Voter's ID (Comelec) • Professional Regulation (PRC) ID 	Applicant / Client
C. FOR CORPORATE ENTITIES	
C.1 Board Resolution and Secretary's Certificate (1) Original Copy	Applicant / Client
C.2 Government-issued IDs of corporate secretary and representative Remarks: To be submitted together with Government-issued ID of Corporate Secretary	Applicant / Client
C.3 General Information Sheet of the Company (1) Original Copy Or (1) Photocopy Remarks: To be submitted together with Special Power of Attorney executed by any of the owners and their Government-issued ID Any of the following:	Applicant / Client



<ul style="list-style-type: none"> • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License • Philippine Passport • Philippine Identification (PHILID/EPHILID) (PSA) • Philhealth ID • Postal ID • Voter's ID (Comelec) Professional Regulation (PRC) ID	
D. FOR EXTRAJUDICIAL SETTLEMENT OF ESTATE	
D.1 Proof of Heirship (1) Original Copy or (1) Photocopy Remarks: Any of the Following: <ul style="list-style-type: none"> • Extrajudicial Settlement of Estate • Marriage Certificate • Birth Certificate • Last Will and Testament 	Applicant / Client
D.2. Death Certificate (1) Certified True Copy or (1) Photocopy	Applicant / Client
D.3. Government Issued ID (1) Photocopy with 3 signatures	
E. FOR BANKS	
E.1.Loan or Mortgage Agreement/Certificate of Foreclosure/Certificate of Sale (1) Original Copy Or (1) Photocopy	Applicant / Client
F. For properties with an area of 5,000 square meters and above, or with overlapping issue or legal issue/disputes, or other special cases. Remarks: <i>For such cases, letter-request addressed to the City Assessor is required. The application will be submitted through the Records Section of the Administrative Division and will follow a different routing procedure. Please refer to the Routing of Communication and Correspondence steps.</i>	
F.1 Request letter addressed to the City Assessor (1) Original Copy	Applicant / Client



F.2 Standard/mandatory requirements for transfer mentioned above		Applicant / Client		
F.3 Government issued ID of owner (1) Photocopy with 3 signatures		Applicant / Client		
F.4 Certified Copy of Court Order and Certificate of Finality (1) Original Copy		Agency - Division: Department of Justice; Clerk of Court		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure queue number from the queuing machine and wait for it to appear on the queuing monitor. Location: Counter 4, Ground Floor, Civic Center Building B, City Hall Compound Notes/Instruction: Waiting time will depend on the number of persons on-queue.	1.3. Assist requesting party in securing queue number	None	10 minute/s	Office Aide
	1.4. Call the next number on queue.		5 minute/s	Data Controller
2. Secure Application Form from the Information Officer on Duty or download online and print, then prepare the complete documentary requirements. Location: ON PREMISE: Ground Floor, Civic Center Building B, Office of the City Assessor ONLINE: Form No.7_ QCG.OCA.s.OCA.s.F.07	2.1. Provide Application Form to requesting party and advise to prepare complete requirements	None	5 minute/s	Data Controller
	2.2. Assist requesting party in accomplishing the application form, preparation of complete requirements, and answer client's inquiries.	None	15 minutes	Data Controller



3.A ON-PREMISE 3.A.1 Submit the properly filled-out application form along with the complete documentary requirements. Then, wait for the evaluation and verification of the requested certification. Location: Counter 4, Ground Floor, Office of the City Assessor, Civic Center Building B, City Hall Compound, Mayaman St., Bgy. Central, Quezon City	3.A.1. Receive the properly filled-out application form along with the complete documentary requirements, then evaluate the completeness and substance of documentary requirements and verify subject property using the Real Property Assessment and Taxation System (RPATS) module.	None	20 minutes	Data Controller
	3.A.2. Verify Real Property tax payment in the Payment Query Module.	None	5 minute/s	Data Controller
3.B ONLINE 3.B.1 Submit the properly filled-out application form along with the complete documentary requirements via email, CityAssessor@quezoncity.gov.ph	3.B.1 Receive email, evaluate completeness and substance of documentary requirements, verify subject properties and real property tax payment.	None	30 minutes	Data Controller
3.B.2 Wait for the notification confirming whether the requested certification is ready for processing and if there are any lacking requirements.	3.B.2 Notify the requesting party to inform them whether the requested certification is ready for processing and	None	5 minute/s	Data Controller



	send order of payment or if there are any missing requirements.			
4. Receive order of payment Location: Counter 4, Ground Floor, Office of the City Assessor, Civic Center Building B, City Hall Compound, Mayaman St., Bgy. Central, Quezon City	4. Issue order of payment	None	5 minute/s	Data Controller
5. Submit the order of payment, pay the corresponding Secretary's Fee and get the Official Receipt. Location: CTO Kiosk - Ground Floor Civic Center Building B, Office of the City Assessor	5.1. Receive the order of payment and the specified amount, then issue an official receipt.	Standard Fees Breakdown: Total PHP 100 per certification	30 minute/s	Collection Officer
6. Submit the Original Official Receipt and wait for the claim stub at Counter 4. Location: Counter 4, Civic Center Building B, Office of the City Assessor	6.1. Receive the official receipt and attach to the application form.	None	15 minute/s	Data Controller
	6.2. Assign control number, record, and Issue claim stub to the requesting party.	None	5 minute/s	Data Controller

7. Wait for the release of the requested document.	7.1. Prepares the requested certification.	None	3 hour/s	Computer Operator/Data Controller
	7.2. Forward the certification request to Division Head for review, approval and signature.	None	30 minute/s	Division Chief
	7.3. Notify the requesting party as to the status of their request.	None	10 minute/s	Data Controller
8. Present the claim stub and receive the requested document Location: ON-PREMISE: Ground Floor, Office of the City Assessor Notes/Instruction: <i>In the event there is a need for additional property research fees to be collected, applicant will receive another Order of Payment for the additional fees before the document is released finally.</i> <ul style="list-style-type: none"> • Counter 4 to receive the Order of Payment • Take the Order of Payment and proceed to the City Treasury Kiosk located on the ground floor of the City Assessor's Office, Civic Center Building B, Mayaman Street, Quezon City Hall Compound, Quezon 	8.1. Receive the claim stub from the client and release the requested certification.	Possible Fees Breakdown: Additional property research fee(per property): PHP 50	15 minutes	Data Controller
	8.2. Release the certification request to the client and ask the client to sign on the receiving copy.	None	10 minute/s	Data Controller



City, to pay the corresponding fee. <ul style="list-style-type: none">• After making the payment, return to Counter 4 and present your official receipt to the receiving clerk to claim your requested document.				
Total Processing Time:		Six (6) hours on the average <i>Note: If with additional required fees additional 15-30 minutes</i>		
Total Processing Fee:		Total Standard Fee: <ul style="list-style-type: none">• Php 100 Secretary Fee• Php 50.00 Property Research Fee Plus possible Fee or Forumula Fee		
Formula / Schedule of Fees Secretary's Fees P100 x Number of Certifications issued = Total Amount to be paid Excess properties as a result of verification shall be subject to additional P50/property, thus: P 50 x additional properties found = Additional Property Research Fees to be paid				

2.7 PRINT-OUT OF REAL PROPERTY ASSESSMENT RECORDS

This is a fast lane service that provides readily available real property information instead of a certified true copy of tax declaration which may be used for paying their real property tax to the Office of the City Treasurer and for other uses it may serve.

Office or Division:	Office of the City Assessor, Electronic Data Processing, City Treasurer's Office
Category:	External Service
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All Quezon City real property owners and their authorized representatives
Operating Hours:	8:00 AM - 5:00 PM



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
STANDARD REQUIREMENT/S				
Proof of Ownership / Property Reference (1) Certified True Copy or (1) Photocopy Remarks: Any of the following: <ul style="list-style-type: none"> • Copy of old tax declaration • Deed of Conveyance • Real Property Tax Receipt • Copy of Transfer Certificate of Title/Condominium • Certificate of Title 		Applicant / Client		
A. AUTHORIZED REPRESENTATIVE				
A.1 Government-issued ID of Property Owner <ul style="list-style-type: none"> • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License • Philippine Passport • Philippine Identification (PHILID/EPHILID) (PSA) • Philhealth ID • Postal ID • Voter's ID (Comelec) • Professional Regulation (PRC) ID 		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>1. Secure queue number at the queueing machine and wait for the queue number to be called on the queue monitoring.</p> <p>Location:</p> <p>Ground Floor, Civic Center Building B, Office of the City Assessor</p>	<p>1.1. Assist in printing the queue number.</p>	None	10 minute/s	Data Controller
<p>2. Provide proof of ownership to the Counter 5</p> <p>Location:</p> <p>Ground Floor, Counter 5, Civic Center Building B, Office of the City Assessor</p>	<p>2.1. Receive the proof of ownership as the property verification reference and verify the property record in the Real Property Assessment and Taxation System (RPATS) database module</p>	None	20 minute/s	Data Controller
<p>3. Receive order of payment.</p> <p>Location:</p> <p>Ground Floor, Counter 5, Civic Center Building B, Office of the City Assessor</p>	<p>3. Provide the Order of payment to the requesting party and prepare the requested print out.</p>	None	30 minute/s	Data Controller



<p>4. Submit the order of payment, pay the corresponding Secretary's Fee and get the Official Receipt</p> <p>Location: CTO Kiosk - Ground Floor Civic Center Building B</p>	<p>4. Receive the order of payment and the specified amount, then issue an official receipt.</p>	<p>Standard Fees Breakdown: Secretary's Fee: PHP 50</p> <p>$\text{PHP } 50 \times \text{Number of copies} = \text{Total Amount to be paid}$</p>	<p>15 minute/s</p>	<p>Collection Officer</p>
<p>5. Submit the Original Official Receipt.</p> <p>Location: Ground Floor, Counter 5, Office of the City Assessor</p>	<p>5.1. Receive the official receipt and record the application in the monitoring board.</p>	<p>None</p>	<p>10 minute/s</p>	<p>Data Controller</p>
<p>6. Claim the requested computer print-out of subject property/ies.</p> <p>Location: Ground Floor, Counter 1, Office of the City Assessor</p>	<p>6.1. Issue the computer print-outs</p>	<p>None</p>	<p>15 minute/s</p>	<p>Data Controller</p>
Total Processing Time:			2 hour/s	
Total Processing Fee:			Total Standard Fee: PHP 50 per printout	
<p>Formula / Schedule of Fees</p> <p>Property Research Fee</p> <p>$\text{P } 50.00 \times \text{number of copies} = \text{Total Amount to be paid}$</p>				