

*If ON PREMISE ONLINE KIOSK

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 <u>CityAssessor@quezoncity.gov.ph</u>, 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 of the City Assessor, Assessment Records Management Division, City Treasurer's Office
Category:	External Service
Classification:	Simple



Type of Trasaction:	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 REQUIREM	ENTS				
1. Updated/Current Real	Property Tax Payment	Applicant/client Agency - Division: City Treasurer's Office - Real Estate Division			
2. Properly Filled-out App (All fields with (*) are required Form Code - QCG.OCAs (1) Original Copy	uired to be filled)	Agency - Division: Quezon City Government - Office of the City Assessor			
Remarks: Unified Form_QCG.OCAs		Applicant/Client			
 3. Government-issued ID of Property Owner (1) Photocopy with 3 signatures Any of the following: 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 					
4. Proof of Ownership / (1) Certified True Copy or	Property Reference	Applicant / Client			
 Remarks: Any of the following: Copy of old tax declaration Real Property Tax Receipt Deed of Conveyance Copy of Transfer Certificate of Title/Condominium Certificate of Title 5. Order of Payment 		Agency - Division: Office of the City			
(1) Original Copy		Assessor - Assessment Records Management Division			
B. FOR AUTHORIZED R	EPRESENTATIVE/S				



B.1 Notarized Special Power of Attorney (1) Original Copy	Applicant / Client
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.	Applicent / Olicet
B.2 Government-issued ID of Property Owner (1) Photocopy with 3 signatures	Applicant / Client
Any of the following:	
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	
C. FOR CORPORATE ENTITIES	
C.1 Secretary's Certificate (Authorized	
Representative)	Applicant / Client
(1) Original Copy	Applicant / Oliont
C.2 Government-issued IDs of corporate secretary and representative	Applicant / Client
(1) Photocopy with 3 signatures	
(.,	
Remarks:	
Remarks: To be submitted together with Government-issued ID	
To be submitted together with Government-issued ID of Corporate Secretary	
To be submitted together with Government-issued ID of Corporate Secretary Any of the following:	
To be submitted together with Government-issued ID of Corporate Secretary	
To be submitted together with Government-issued ID of Corporate Secretary Any of the following: • QCitizen ID issued by the Quezon City	
To be submitted together with Government-issued ID of Corporate Secretary Any of the following: • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License	
To be submitted together with Government-issued ID of Corporate Secretary Any of the following: • QCitizen ID issued by the Quezon City Government • SSS Unified Multi-Purpose ID (UMID) • LTO Driver's License • Philippine Passport	
 To be submitted together with Government-issued ID of Corporate Secretary Any of the following: QCitizen ID issued by the Quezon City Government SSS Unified Multi-Purpose ID (UMID) LTO Driver's License Philippine Passport Philippine Identification (PHILID/EPHILID) 	
To be submitted together with Government-issued ID of Corporate Secretary Any of the following: • 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)	
 To be submitted together with Government-issued ID of Corporate Secretary Any of the following: QCitizen ID issued by the Quezon City Government SSS Unified Multi-Purpose ID (UMID) LTO Driver's License Philippine Passport Philippine Identification (PHILID/EPHILID) 	
To be submitted together with Government-issued ID of Corporate Secretary Any of the following: • 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	
To be submitted together with Government-issued ID of Corporate Secretary Any of the following: 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	
To be submitted together with Government-issued ID of Corporate Secretary Any of the following: • 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)	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: 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 	Ē
 D.1 Proof of Heirship (1) Original Copy Or (1) Photocopy Remarks: Any of the Following: 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 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) Certified True Copy	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:	
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 re Communication and Corresp	•					
F.1 Request letter address (1) Original Copy	ed to the City Assessor	Ap	plicant /	Client		
F.2 Standard/mandatory re mentioned above	quirements for transfer	Ap	oplicant /	Client		
F.3 Government issued ID of owner		Ap	Applicant / Client			
			gency - E erk of Co	Division: Departi urt	ment of Justice;	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID FIME FIME FEES PERSON RESPONSIE				
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	5 minute/s	Office Aide	
Location: Basement, Civic Center Building B, City Hall Compound	1.2. Call the next number on the queue.	er		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.	2.1. Provide Application Form to requesting party and advise to prepare complete requirements		None	5 minute/s	Local Assessment Operations Officer	
Location: ON PREMISE: Information Desk, Basement, Civic Center Building B, Office of the City Assessor ONLINE: Form No.7_ QCG.OCAs.OCAs.F.07	2.2. Assist requesting party in accomplishin 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, <u>CityAssessor@quezoncity.</u> 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



 5. Submit the order of payment, pay the corresponding Secretary's Fee and get the Official Receipt Location: 	5. Receive the order of payment and the specified amount, then issue an official receipt.	d Fees Breakdo wn: Fee: ₱ 100	15 minute/s	Collection Officer
CTO Kiosk - Ground Floor Civic Center Building B, Office of the City Assessor		₱100 x Number of copies = Total Amount to be paid		
6. Submit the Original Official Receipt and wait for the claim stub	6.1. Receive the official receipt and attach to the application form.	None	2 minute/s	Assessment Clerk
Location: Counter A-1 Basement, Civic Center Building B, Office of the City Assessor	6.2. Assign control number and encode the application in the CTC Monitoring Sheet, then issue the claim stub to the requesting party.		10 minute/s	Assessment Clerk
	6.3. Scan the application form together with complete requirements and forward to the Records Control Section.		5 minute/s	Assessment Clerk
7. Wait for the certified true copy of the tax declaration to be processed and for the control number to be called. Location: Counter 10 Ground Floor, Office of the City Assessor, Civic Center Building B	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)		20 minute/s	Assessment Cler
processing and approval process varies based on the complexity and volume of transactions received for the day.	7.2. Retrieve original Tax Declaration from file and photocopy the same, then stamp the photocopied Tax		45 minute/s	Bookbinder



	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 	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	
released to the requesting party specified in the request form.			ling on the numb	horof	
Total Processing Time: (No parcels/real property units (R transactions received for the	RPUs), complexity of the tran		-		
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 REQU	IREMENTS				
		Applicant/client			
1. Updated/Current Real Property Tax Payment		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.OCAs.OCAs.F.07 (1) Original Copy		Agency - Division: Quezon City Government - Office of the City Assessor			
Remarks: Unified Form_QCG.OC	CAs.OCAs.F.07				
 (1) Photocopy with 3 s Any of the following: QCitizen ID issues Government SSS Unified Muteral (UMID) Driver's License Passport Philippine Ident ePhilID) PhilHealth ID Postal ID Voter's ID Professional Reservant 	ued by the Quezon City ulti-Purpose ID	Applicant/Client Applicant / Client			
	o / Property Reference	Applicant / Client			



ne



Postal ID				
Voter's ID (Comelec)				
Professional Regulation	on (PRC) ID			
C.3 General Information Sh	• •	Applicant /	Client	
(1) Original Copy Or (1) Phot	tocopy			
Demenden				
Remarks:	h Special Dower of			
To be submitted together wit Attorney executed by any of				
Government-issued ID				
(1) Photocopy with 3 sign				
Any of the following:				
QCitizen ID issued by	the Quezon City			
Government				
SSS Unified Multi-Pur	pose ID (UMID)			
LTO Driver's License	,			
Philippine Passport				
Philippine Identificatio	n (PHILID/EPHILID) (PSA)			
 Philhealth ID 				
Postal ID				
Voter's ID (Comelec)				
Professional Regulation				
D. For properties with an ar	•			
and above, or with overlapp				
issue/disputes, or other special cases.				
Remarks:				
Kemarka.				
For such cases, letter-request	t addressed to the City			
Assessor is required. The app				
through the Records Section				
Division and will follow a diffe				
Please refer to the Routing of	Communication and			
Correspondence steps.	d to the City Assessor	Annianat ((
D.1 Request letter addresse	d to the City Assessor	Applicant / (Jient	
(1) Original Copy	nuiremente fer trenefer	Applicant / (Client	
D.2 Standard/mandatory rec mentioned above	quirements for transfer	Applicant / (
D.3 Government issued ID o	of owner	Applicant / (Client	
(1) Photocopy with 3 signature		γιρησατιτ / Υ	JIGHL	
D.4 Certified Copy of Court		Agency - D	ivision: Dep	partment of
Finality		Justice; Cle		
(1) Original Copy				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES SING	PERSON RESPONSI
			TIME	BLE



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
Location: Counter 3, Ground Floor, Civic Center Building B, City Hall Compound	1.2. Call the next number on the queue.		5 minute/s	Tax Mapper
Notes/Instruction : Waiting time will depend on the number of persons on-queue.				
2. Secure Application Form from the Information Officer on Duty or download online and print, then prepare the complete documentary requirements.	2.1. Provide Application Form to requesting party and advise to prepare complete requirements	None	15 minute/s	Tax Mapper
Location: ON PREMISE: Counter 3, Ground Floor, Civic Center Building B, Office of the City Assessor ONLINE: <u>Form No.7_</u> <u>QCG.OCAs.OCAs.F.07</u>	2.2. Assist requesting party in accomplishing the application form, preparation of complete requirements, and answer client's inquiries.		15 minute/s	Tax Mapper
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. Location:	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



r				
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
Notes/Instruction: Clients may wait in the designated waiting area until the evaluation of the submitted document is done.	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, <u>CityAssessor@quezoncity.</u> 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	Administrati ve Clerk Tax Mapping Aide
4. Receive order of payment	4. Issue order of payment	None	10 minute/s	Tax Mapper
Location: Counter 3-Ground Floor, Office of the City Assessor, Civic Center Building B, City Hall Compound, Mayaman St., Bgy. Central, Quezon City				
 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.	Standar d Fees Breakdo wn: 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 stu the requesting			10 minute/s	Tax Mapper
7. Wait for the release of the requested document.	7.1. Prepares the requested doc	ument.	None	1 hour/s	Tax Mapper
	7.2. Forward the certification rec to Division Hea review, approv signature.	ad for		30 minute/s	Section Chief Division Head
	7.3. Notify the requered party as to the of their request	status		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 clair from the client verify the statu the request	and	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	e/s	
J		Total S PHP 40	Standard Fee	9:	

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, T	ax Mapping Division, City Treasurer's Office		
Category:	External Service	External Service		
Classification:	Simple			
Type of Transaction:	G2B (Government to Busines (Government to Government)	ss), G2C (Government to Citizen), G2G		
Who may avail:		owners and their authorized representatives, realtors, developers, service providers, and		
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE		
A. STANDARD REQU	IREMENTS			
1. Updated/ Current R	eal Property Tax Payment	Applicant/Client Agency - Division: Quezon City Government - Office of the City Assessor		
with (*) are required to QCG.OCAs.OCAs.F.07 (1) Original Copy Remarks: <u>Unified Form_QCG.OC</u>	As.OCAs.F.07	Agency - Division: Quezon City Government - Office of the City Assessor		
 (1) Photocopy with 3 s Any of the following: QCitizen ID issu Government SSS Unified Mu LTO Driver's Lic Philippine Passp Philippine Identii (PSA) Philhealth ID Postal ID Voter's ID (Com Professional Re 	ed by the Quezon City Iti-Purpose ID (UMID) ense port fication (PHILID/EPHILID) elec) gulation (PRC) ID o / Property Reference y or (1) Photocopy declaration ance ax Receipt r Certificate of um	Applicant/Client Applicant / Client		



5. Order of Payment	Agency - Division: Office of the City
(1) Original Copy	Assessor – Tax Mapping Division
B. FOR AUTHORIZED REPRESENTATIVE/S	
B.1 Notarized Special Power of Attorney (1) Original Copy	Applicant / Client
Note: Extensions of authorization are not permitted unless explicitly stated in the Special Power of Attorney	
 B.2 Government-issued ID of Property Owner (1) Photocopy with 3 signatures Any of the following: 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 C. FOR CORPORATE ENTITIES 	Applicant / Client
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: 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 w Attorney executed by any o Government-issued ID (1) Photocopy with 3 sig Any of the following: QCitizen ID issued b Government SSS Unified Multi-P LTO Driver's Licenso Philippine Passport Philippine Identificat (PSA) Philhealth ID Postal ID Voter's ID (Comelec Professional Regular D. For properties with an a				
meters and above, or with legal issue/disputes, or ot Remarks:				
Assessor is required. The a through the Records Section Division and will follow a diff	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			
D.1 Request letter address	sed to the City Assessor	Applicant / Clie	ent	
(1) Original Copy D.2 Standard/mandatory re mentioned above	equirements for transfer	Applicant / Client		
D.3 Government issued ID		Applicant / Client		
 (1) Photocopy with 3 signatures D.4 Certified Copy of Court Order and Certificate of Finality (1) Original Copy 		Agency - Division: Department of Justice; Clerk of Court		
E. For request for condominium adjoining units				
E.1 Approved schematic plan		Condominium Administrator		
CLIENT STEPS AGENCY ACTIONS		FEES TO BE PAID	PROCES SING 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
Location: Counter 3, Ground Floor, Civic Center Building B, City Hall Compound	1.2. Call the next number on the queue.		5 minute/s	Tax Mapper
Notes/Instruction : Waiting time will depend on the number of persons on-queue.				
2. Secure Application Form from Counter 3, Ground Floor or download online and print, then prepare the complete documentary requirements.	2.1. Provide Application Form to requesting party and advise to prepare complete requirements	None	15 minute/s	Tax Mapper
Location: ON PREMISE: Counter 3, Ground Floor, Civic Center Building B, Office of the City Assessor				
ONLINE: <u>Form No.7</u> QCG.OCAs.OCAs.F.07				
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 3-Ground Floor, Office of the City Assessor, Civic Center Building B, City Hall Compound, Mayaman	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, <u>CityAssessor@quezoncit</u> <u>y.gov.ph</u>	3.B.1 Receive email, evaluate the completeness and substance of documentary requirements, verify requested tax declarations and real property tax	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.	6.1. Receive the official receipt and attach to the application form.	None	15 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.		5 minute/s	Tax Mapper



7. Wait for the release of the requested document.	 7.1. Prepares the requested document. 7.2. Forward the certification request to Division Head for review, approval and signature. 	None	1 hour/s 30 minute/s	Tax Mapper 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:	· · ·	ty owners and their authorized okers, consultants, realtors, developers, r stakeholders		
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST O	FREQUIREMENTS	WHERE TO SECURE		
STANDARD REQUIRE	MENTS:			
1. Updated/Current Re	al 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.OCAs.OCAs.F.07 (1) Original Copy Remarks: Unified Form_QCG.OCAs.OCAs.F.07		Agency - Division: Quezon City Government - Office of the City Assessor		
 (1) Photocopy with 3 signal (1) Photocopy with 3 signal (1) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2	ed by the Quezon City ti-Purpose ID (UMID) ense ort ication (PHILID/EPHILID) elec) n (PRC) ID	Applicant/Client		
 4. Proof of Ownership (1) Certified True Copy Remarks: Any of the following: Copy of old tax of Deed of Conveys Real Property Ta Copy of Transfer Title/Condomini 	or (1) Photocopy leclaration ance ax Receipt	Applicant / Client		
5. Order of Payment (1) Original Copy B. FOR AUTHORIZED		Agency - Division: Office of the City Assessor – Tax Mapping Division		



B.1 Notarized Special Power of Attorney	Applicant / Client
(1) Original Copy	
Note: Extensions of authorization are not	
permitted unless explicitly stated in the Special	
Power of Attorney	
B.2 Government-issued ID of Property Owner	Applicant / Client
(1) Photocopy with 3 signatures	
Any of the following:	
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 Voterla ID (Correlac)	
Voter's ID (Comelec) Prefeasional Regulation (RRC) ID	
Professional Regulation (PRC) ID C. FOR CORPORATE ENTITIES	
C.1 Board Resolution and Secretary's	
Certificate	Applicant / Client
(1) Original Copy	
C.2 Government-issued IDs of corporate	Applicant / Client
secretary and representative	
Remarks:	
To be submitted together with Government-issued	
ID of Corporate Secretary	
(1) Photocopy with 3 signatures	
Any of the following:	
 QCitizen ID issued by the Quezon City 	
Government	
SSS Unified Multi-Purpose ID (UMID)	
LTO Driver's License	
Philippine Passport Dhilippine Identification (DLULID/EDLULID)	
 Philippine Identification (PHILID/EPHILID) (PSA) 	
Philhealth ID	
Postal ID	
 Voter's ID (Comelec) 	
 Professional Regulation (PRC) ID 	
C.3 General Information Sheet of the Company	Applicant / Client
(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: 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: 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. 		Applicant	/ Client		
(1) Original Copy D.2 Standard/mandatory require	ements for transfer	Applicant	Applicant / Client		
mentioned above D.3 Government issued ID of or	whor	Applicant / Client			
(1) Photocopy with 3 signatures	AA1121	Applicant / Client			
D.4 Certified Copy of Court Order and Certificate		Agency - Division: Department of Justice Clerk of Court		artment of Justice;	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSI NG 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	



	_			1
Location: Counter 3, Ground Floor, Civic Center Building B, City Hall Compound Notes/Instruction : Waiting time will depend on the number of persons on- queue.	1.2. Call the next number on the queue.		5 minute/s	Tax Mapper
 2. Secure Application Form from Counter 3, Ground Floor or download online and print, then prepare the complete documentary requirements. Location: ON PREMISE: Counter 3, Ground Floor, Civic Center 	2.1. Provide Application Form to requesting party and advise to prepare complete requirements	None	15 minute/s	Tax Mapper
Building B, Office of the City Assessor ONLINE: <u>Form No.7</u> <u>QCG.OCAs.OCAs.F.07</u>	2.2. Assist requesting party in accomplishin g the application form, preparation of complete requirements , and answer client's inquiries.		15 minute/s	Tax Mapper
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 3-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 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, <u>CityAssessor@quezoncity.gov</u> .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.	Standar d Fees Breakdo wn: Secretar y'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 	 6.1. Receive the official receipt and attach to the application form. 6.2. Issue claim 	None	15 minute/s	Tax Mapper
Center Building B, Office of the City Assessor	6.2. Issue claim stub to the requesting party.		5 minute/S	Tax Mapper



				11
7. Wait for the release of the	7.1. Prepares the	None	1 hour/s	Tax Mapper
requested document.	requested			
	document.			
	7.2. Forward the		30 minute/s	Section Chief
	certification			
	request to			Division Head
	Division			
	Head for			
	review,			
	approval and			
	signature.			
	7.3. Notify the		15 minute/s	Tax Mapper
	requesting			
	party as to			
	the status of			
	their request.			
8. Present the claim stub and	8. Receive the	None	15 minute/s	Tax Mapper
receive the requested	claim stub			
document.	from the			
	client and			
Location:	verify the			
ON-PREMISE: Counter 3,	status of the			
Ground Floor, Office of the	request			
City Assessor, Civic Center				
Building B, City Hall				
Compound, Mayaman St.,				
Bgy. Central, Quezon City.				
Mayaman St., Bgy. Central,				
Quezon City				
Quezon ony				
Total Processing Time:		3 hour/s	45 minute/s	<u> </u>
			· ·	
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.OCAs.OCAs.F.07 (1) Original Copy Remarks: Unified Form QCG.OCAs.OCAs.F.07	Agency - Division: Quezon City Government - Office of the City Assessor



 4. Proof of Ownership / Property Reference (1) Certified True Copy or (1) Photocopy of: 	Applicant / Client
 Remarks: Any of the following: 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 – Electronic Data Processing
	Division
B. FOR AUTHORIZED REPRESENTATIVE/S	I
B.1 Notarized Special Power of Attorney (1) Original Copy	Applicant / Client
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	
 B.2 Government-issued ID of authorized representative (1) Photocopy with 3 signatures Any of the following: 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	Applicant / Client
Remarks: To be submitted together with Government- issued ID of Corporate Secretary (1) Photocopy with 3 signatures Any of the following: • 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 • 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: QCitizen ID issued by the Quezon City Government SSS Unified Multi-Purpose ID (UMID) LTO Driver's License Philippine Identification (PHILID/EPHILID) (PSA) Philhealth ID Postal ID Voter's ID (Comelec) Professional Regulation (PRC) ID 	Applicant / Client
D. FOR EXTRAJUDICIAL SETTLEMENT OF	1
 D.1 Proof of Heirship (1) Original Copy or (1) Photocopy Remarks: Any of the Following: 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		Applican	t / Client		
D.3 Government Issued ID					
(1) Photocopy with 3 signatures					
E. FOR BANKS					
E.1 Loan or Mortgage Ag of Foreclosure/Certificate		Applican	t / Client		
(1) Original Copy Or (1) P	hotocopy				
F. For properties with an square meters and above overlapping issue or lega or other special cases.	e, or with				
Remarks:					
For such cases, letter-require the City Assessor is require will be submitted through the of the Administrative Division different routing procedure Routing of Communication Correspondence steps.	ed. The application he Records Section on and will follow a . Please refer to the				
F.1 Request letter addres	ssed to the City	Applicant	/ Client		
Assessor (1) Original Copy					
F.2 Standard/mandatory requirements for		Applicant	/ Client		
transfer mentioned above F.3 Government issued ID of owner		Applicant	Applicant / Client		
(1) Photocopy with 3 signatures					
F.4 Certified Copy of Court Order and Certificate of Finality (1) Original Copy		Agency - Clerk of C	Division: Depart Court	ment of Justice;	
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.	1.1. Assist requesting party in securing queue number	None	10 minute/s	Office Aide	
Location: Counter 4, Ground Floor, Civic Center	1.2. Call the next number on		5 minute/s	Data Controller	



Building B, City Hall Compound	queue.			
Notes/Instruction:				
Waiting time will depend on the number of persons on-queue.				
2. Secure Application Form from the Information Officer on Duty or download online and print, then prepare the complete documentary requirements. Location:	2.1. Provide Application Form to requesting party and advise to prepare complete requirements	None	5 minute/s	Data Controller
ON PREMISE: Ground Floor, Civic Center Building B, Office of the City Assessor ONLINE: Form No.7_ QCG.OCAs.OCAs.F.07	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. Receive the properly filled-out	None	20 minutes	Data Controller
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.	application form along with the complete documentary requirements, then evaluate the completeness and substance of documentary requirements and verify subject			
Counter 4, Ground Floor, Office of the City Assessor, Civic Center	property/ies using the Real Property Assessment and Taxation System			



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@quezoncit y.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	4. Issue order of payment	None	5 minute/s	Data Controller
Location: Counter 4, Ground Floor, Office of the City Assessor, Civic Center Building B, City Hall				



Compound, Mayaman St., Bgy. Central, Quezon City				
 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.	Standar d Fees Breakdo wn: Total PHP 100 per certifi- cation	30 minute/s	Collection Officer
6. Submit the Original Official Receipt and wait for the claim stub at Counter 4.Location:	6.1. Receive the official receipt and attach to the application form.	None	15 minute/s	Data Controller
Counter 4, Civic Center Building B, Office of the City Assessor	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
Note that processing time for those requiring to trace back 1995 and below will take time, thus, being scheduled the following day.	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 	8.1. Receive the claim stub from the client and release the requested certification.		15 minutes	Data Controller
Assessor 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. • 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	 8.2 In the event of additional fees required, certification is withheld and Order of Payment is issued. Receive the order of payment and the specified amount, then issue an official receipt. 	Possibl e Fees Breakdo wn: Addition al property research fee(per property) : PHP 50	15 minutes	Collecting Officer
 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. 	8.2. 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:		Note: If w	urs on the averag ith additional requi 15-30 minutes	
Total Processing Fee:		PhjPhj	ndard Fee: p 100 Secretary F p 50.00 Property I ible Fee or Forum	Research 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

2.6 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.

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



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.OCAs.OCAs.F.07	Agency - Division: Quezon City Government - Office of the City Assessor
(1) Original Copy	
Remarks:	
Unified Form_QCG.OCAs.OCAs.F.07	
 3. Government-issued ID of Property Owner (1) Photocopy with 3 signatures Any of the following: 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: 	Applicant / Client
 Remarks: Any of the following: 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 – Electronic Data Processing Division

B. FOR AUTHORIZED REPRESENTATIVE/S



B.1 Notarized Special Power of Attorney (1) Original Copy	Applicant / Client
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	
 B.2 Government-issued ID of authorized representative (1) Photocopy with 3 signatures Any of the following: 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	Applicant / Client
Remarks: To be submitted together with Government- issued ID of Corporate Secretary	
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 Any of the following:	



 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	Applicant / Client
(1) Original Copy or (1) Photocopy	
Remarks: Any of the Following: • Extrajudicial Settlement of Estate • Marriage Certificate • Birth Certificate • Last Will and Testament	
D.2. Death Certificate	Applicant / Client
(1) Certified True Copy or (1) Photocopy	
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	Applicant / Client
(1) Original Copy Or (1) Photocopy	
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:	
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.	
F.1 Request letter addressed to the City Assessor (1) Original Copy	Applicant / Client



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



 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@quezoncit y.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



		1	1	•
	send order of payment or if there are any missing requirements.			
4. Receive order of payment	4. Issue order of payment	None	5 minute/s	Data Controller
Location: Counter 4, Ground Floor, Office of the City Assessor, Civic Center Building B, City Hall Compound, Mayaman St., Bgy. Central, Quezon City				
 5. Submit the order of payment, pay the corresponding Secretary's Fee and get the Official Receipt. Location: CTO Kiosk - Ground 	5.1. Receive the order of payment and the specified amount, then issue an official receipt.	Standar d Fees Breakdo wn: Total PHP 100 per	30 minute/s	Collection Officer
Floor Civic Center Building B, Office of the City Assessor		certifi- cation		
6. Submit the Original Official Receipt and wait for the claim stub at Counter 4. Location:	6.1. Receive the official receipt and attach to the application form.	None	15 minute/s	Data Controller
Counter 4, Civic Center Building B, Office of the City Assessor	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: In the event there is a need for additional property research fees to be collected, applicant	8.1. Receive the claim stub from the client and release the requested certification.	Possibl e Fees Breakd own: Addition al propert y researc h fee(per propert y): PHP 50	15 minutes	Data Controller
 will receive another Order of Payment for the additional fees before the document is released finally. 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 	8.2. 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. 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 Note: If with additional required fees additional 15-30 minutes			
Total Processing Fee:		PhrPhrPhr	ndard Fee: 5 100 Secretary F 5 50.00 Property I ble Fee or Forum	Research 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	CHECKLIST OF REQUIREMENTS		١	WHERE TO S	SECURE
STANDARD REQUIREMENT/S					
Proof of Ownership / Pi	roperty Reference	Applicant / Client			
(1) Certified True Copy o	r (1) Photocopy				
Remarks:					
 Any of the following: Copy of old tax de Deed of Conveya Real Property Ta Copy of Transfer Title/Condominiu Certificate of Title 	nce x Receipt Certificate of m				
A. AUTHORIZED REPR					
LTO Driver's LicerPhilippine Passpo	d ID of Property Owner d by the Quezon City -Purpose ID (UMID) nse rt cation (PHILID/EPHILID)	Applican	t / Clier	nt	
CLIENT STEPS	AGENCY ACTIONS	FEES T PAID		PROCESSI NG TIME	PERSON RESPONSIB LE



 Secure queue number at the queueing machine and wait for the queue number to be called on the queue monitoring. Location: Ground Floor, Civic Center Building B, 	1.1. Assist in printing the queue number.	None	10 minute/s	Data Controller
Office of the City Assessor				
2. Provide proof of ownership to the Counter 5 Location: Ground Floor, Counter 5, Civic Center Building B, Office of the City Assessor	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	None	20 minute/s	Data Controller
3.Receive order of payment. Location: Ground Floor, Counter 5, Civic Center Building B, Office of the City Assessor	3. Provide the Order of payment to the requesting party and prepare the requested print out.	None	30 minute/s	Data Controller



 4. 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 	4. Receive the order of payment and the specified amount, then issue an official receipt.	Standard Fees Breakdown: Secretary's Fee: PHP 50 ₱50 x Number of copies = Total Amount to be paid	15 minute/s	Collection Officer
 5. Submit the Original Official Receipt. Location: Ground Floor, Counter 5, Office of the City Assessor 	5.1. Receive the official receipt and record the application in the monitoring board.	None	10 minute/s	Data Controller
 6. Claim the requested computer print-out of subject property/ies. Location: Ground Floor, Counter 1, Office of the City Assessor 	6.1. Issue the computer print-outs	None	15 minute/s	Data Controller
Total Processing Time	2 hour/s			
Total Processing Fee:	Total Standa PHP 50 per p			
Formula / Schedule of F Property Research Fee P 50.00 x number of co				