



SERVICE CLASSIFICATION

The above-mentioned transactions may be classified as simple, complex, and highly technical, depending on the number, property size and kind, and other considerations, as required by circumstances, considering that it involves **real property ownership** for taxation purposes and not just ordinary permits. Processing time may also vary depending on the number of transactions received for the day.

In particular, **simple transactions** are property-related transactions such as certified true copy of assessment documents or certifications that are not in any way involve a very large area, nor necessitate inspection, or an extensive examination and research, and are not in any way involved in duplication, overlapping, multiple claimants and such other land disputes/issues.

Complex transactions are transactions that necessitate inspection, evaluation, and validation.

Highly technical transactions on the other hand, involve transactions that necessitate further evaluation and research in order to resolve such complicated issues as duplication, overlapping, multiple claimants, and other land disputes/issues.

1. ISSUANCE OF NEW TAX DECLARATION

Tax Declaration is a document that reflects the value of the real property whether Land, Building/Improvement, or Machinery for purposes of Real Property Taxation, assessed against the owner/taxable person or entity, as authorized under the Local Government Code (RA 7160), implemented through City Ordinance No. SP-91, S-1993, as amended, or The Quezon City Revenue Code of 1993 and subsequent Ordinances.

1.1 TRANSFER OF OWNERSHIP

In compliance with Section 202 in relation to Section 208 or RA 7160, it shall be the duty of all persons, natural or juridical, owning or administering real property, including the improvements therein, within a city or municipality, or their duly authorized representative, to prepare, or cause to be prepared, and file with the Office of the City Assessor within sixty (60) days from the issuance of its Transfer Certificate of Title (TCT) or Condominium Certificate of Title (CCT), as the case may be, otherwise there shall be imposed a Php2,000 penalty for late filing in accordance with Ordinance No. SP-2361 s-2014.

Processing Period: Seven (7) or Twenty-one (21) days depending on the number of parcels/real property units (RPUs) and the complexity of transaction/s involved, and on



the number of transactions received for the day.

The processing period of the transaction may be affected by the following factors:

1. Volume/bulk of transactions received for the day
2. System down time
3. Mis-sending of documents for compliance
4. Evaluation findings require completion of real property tax payment, validation of continuity of ownership based on TCTs/CCTs on record, incomplete transfer tax payment, unplotted properties subject for tax map validation, and many other issues.

Please note that the processing of transactions will only begin upon submission of complete documents. Incomplete submissions will not be processed and will be discarded 15 working days after notification if no compliance is made.

Office or Division:	Office of the City Assessor, Property Valuation Standard Division, Tax Mapping Division, Electronic Data Processing Division, Assessment Records Management Division, Property Appraisal Division, Administrative Division	
Category:	External Service	
Classification:	Complex, Highly Technical	
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 REQUIREMENTS		
1. Certified True Copy of New Transfer Certificate of Title/Condominium Certificate of Title (TCT/CCT) (To show proof of release, submit Acknowledgement Slip reflecting EPEB No. or Certification of Release from Registry of Deeds, if necessary).		Agency - Division: Registry of Deeds, LRA One Stop Shop, LRA Kiosk
1. Deed of Conveyance Any of the following: <ul style="list-style-type: none"> • Deed of Sale/Donation • Extra-Judicial Settlement of Estate • Deed of Conditional Sale • Deed of Exchange • Affidavit of Self Adjudication • Certificate of Award • Affidavit of Consolidation and Certificate of Sale 		Applicant/Client
2. BIR Electronic-Certificate Authorizing Registration (eCAR)		Agency - Division: Bureau of Internal Revenue - Revenue District Office



(1) Original Copy Or (1) Certified True Copy Or (1) Photocopy	
3. Transfer Tax Bill and Official Receipt (1) Original Copy Or (1) Certified True Copy Or (1) Photocopy	Agency - Division: City Treasurer's Office
4. Picture of Property (3"x5" colored)	Applicant/Client
5. 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) • Driver's License - LTO • Passport • Philippine Identification (PhilID / ePhilID) • PhilHealth ID • Postal ID • Voter's ID • Professional Regulation (PRC) ID 	Applicant / Client
SITUATIONAL REQUIREMENTS:	
A. STANDARD/MANDATORY REQUIREMENTS FOR TRANSFER MENTIONED ABOVE	
B. FOR CONTINUITY OF OWNERSHIP RECORD 1. Previous Transfer Certificate of Title/Condominium Certificate of Title (TCT/CCT) (1) RD-Certified True Copy of Title	Agency - Division: Registry of Deeds
C. ABSENCE OF TRANSFER DOCUMENTS	
C.1 Certification from the Registry of Deeds that supporting transfer documents of subject title are no longer available. (1) Original Copy Remarks: (For TCT/CCT released in the year 1999 and below, in case any of the mandatory requirement/documents are no longer available)	Agency - Division: Registry of Deeds, LRA One Stop Shop, LRA Kiosk
C.2 Notarized Affidavit of Loss executed by the owner (1) Original Copy	Applicant / Client
C.3 Barangay Certification as to the Actual possession of the property (1) Original Copy	Agency - Division: Office of the Barangay Captain where the property is located



D. FOR TRANSFER OF IMPROVEMENTS ONLY:	
D.1 All of the above including an Affidavit of Undertaking as to payment of transfer tax and real property tax arrears. (1) Original Copy	Applicant / Client
E. AUTHORIZED REPRESENTATIVE	
E.1 Notarized Special Power of Attorney (1) Original Copy	Applicant / Client
E.2 Government-issued ID of Property Owner and authorized representative (1) Photo copy 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
F. FOR CORPORATE ENTITIES	
F.1 Board Resolution or Secretary Certificate (1) Original Copy	Applicant / Client
F.2 Government-issued IDs of corporate secretary and representative (1) Photocopy with 3 signatures	Applicant / Client
G. 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>	
G.1 Request letter addressed to the City Assessor (1) Original Copy	Applicant / Client
G.2 Standard/mandatory requirements for transfer mentioned above	Applicant / Client
G.3 Government issued ID of owner	Applicant / Client



(1) Photocopy with 3 signatures				
G.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.SUBMISSION OF APPLICATION				
ONLINE: 1.A Open your browser and visit https://qceservices.quezoncity.gov.ph . Go to the login page and enter your credentials. Once logged in, navigate through the site and select "City Assessor iDeclare Easy."	1.A. N/A	None	10 minute/s	Office Aide
ON-PREMISE ONLINE KIOSK 1.B Secure your queue number from the queuing machine and wait for it to appear on the queuing monitor. Then, open your browser and go to https://qceservices.quezoncity.gov.ph . Navigate to the login page, enter your credentials, and once logged in, browse to the page and select "City Assessor iDeclare Easy."	1.B.1. Assist requesting party to secure queuing number from the queuing machine	None	15 minute/s	Office Aide
	1.B.2. Call the next queue number and assist the applicant in logging in or signing up for QC eServices.		15 minute/s	Office Aide
2. Select the transaction you wish to apply for and fill in the required fields. Then, scan and upload all documentary documents.	2.1 For On-Premise Kiosk : Assist the applicant in scanning and uploading documentary requirements.	None	30 minute/s	Office Aide



<p>3. Wait for an automatic email reply confirming the receipt of your request and notifying you of any lacking documents. If applicable, settle any fees by paying through any available payment channel or at the CTO counters.</p> <p>Note: Duration of review and evaluation varies depending on the complexity and volume of transactions received for the day.</p>	3.1. Review and evaluate the application and the documentary requirements. Print the application form, property picture, and transmittal. Then, transmit the transactions to Station 1.	None	1 day	Local Assessment Operations Officer
	3.2. Station 1 - Retrieval of Records & Preparation of FAAS	None	4 hour/s	Data Controller Tax Mapper 1
	3.3 Station 2 - Encoding and Printing of FAAS	None	1 day	Computer Operator
	3.4 Station 3 - Review and Approval of Printed FAAS	None	1 day	Local Assessment Operations Officer Section Chief/Asst. Division Head
	3.5 Station 4 - Printing of Notice of Assessment & Tax Declaration	None	1 day	Section Chief/Asst. Division Head Data Encoder
	3.6 Station 5 - Pre-Approval of Notice of Assessment and Tax Declarations	None	1 day	Assistant City Assessor for Operation Secretary
	3.7 Station 6 - Approval of Tax Declarations and NOA/Posting of Approved TDs	None	4 hour/s	City Assessor Computer operator
4. Releasing of New Tax Declaration / Notice of Assessment	4. Receives approved tax declarations and sorts for easy retrieval	None	2 hours	Assessment Clerk
4.1 The requesting party and filer will receive an email and/or text message informing them of the scheduled release.	4.1 Notifies the requesting party through email and text messages of the schedule of the release of the new TD	None	30 minute/s	Assessment Clerk



4.1 Upon receiving the notification, they should go to the Office of the City Assessor on the Ground Floor on the scheduled date, obtain a queue number, and wait for their number to be called at Counter 8 or 9. Once called, they will present the email/text notification, along with the Special Power of Attorney/ Authorization and a valid ID. They will then write their name, affix their signature on the original copy of the tax declaration, and receive the owner's copy.	4.3 Call the queue number, verify the SPA and valid ID, and release the new tax declarations to the requesting party as scheduled. NOTE: <i>All unclaimed Owner's copy of Tax Declarations shall be forwarded to the Records Section of the Administrative Division for mailing to the respective property owners within 5 days after the scheduled release.</i>		15 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.)				
* If ONLINE		6 day/s, 4 hour/s, 10 minute/s		
* If ON PREMISE ONLINE KIOSK		6 day/s, 4 hour/s, 30 minute/s		
Total Processing Fee:				
*If ONLINE		Total Standard Fee: None Plus Possible Fee or Formula Fee: if LATE FILING		
*If ON PREMISE ONLINE KIOSK		Total Standard Fee: None Plus Possible Fee or Formula Fee: if LATE FILING		
Possible Fees LATE FILING : Php 2,000.00				

1.2 ISSUANCE OF NEW TAX DECLARATION FOR SEGREGATION/CONSOLIDATION

This transaction involves property owners requesting the consolidation and/or



subdivision of their lot based on newly issued Subdivision Plan and/or Transfer Certificates of Title/Condominium Certificates of Title. It also applies to the segregation/consolidation of existing improvements based on submitted legal documents. The process requires highly technical plotting, including the encoding of corresponding technical descriptions into the GIS map. In many cases, the transaction also involves additional processes such as the transfer of ownership.

Office or Division:	Office of the City Assessor, Tax Mapping Division, Electronic Data Processing Division, Property Appraisal Division, Assessment Records Management Division, Property Valuation Standard Division
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All Quezon City real property owners/taxpayers, buyers, brokers, Consultants, realtors/developers, and duly authorized parties of interest
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. STANDARD REQUIREMENTS:		
1. New Transfer Certificate of Title / Condominium Certificate of Title (1) Certified True Copy		Agency - Division: Registry of Deeds
2. Approved Subdivision Plan (1) Original Copy Or (1) Photocopy		Agency - Division: Land Registration Authority
3. Latest Picture of Property (1) Original Copy Or (1) Photocopy Remarks: (3"x5" colored, photo paper) – frontage/facade showing full view of structure		Applicant / Client
4. 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) • Driver's License - LTO • Passport • Philippine Identification (PhilID / ePhilID) • PhilHealth ID • Postal ID • Voter's ID • Professional Regulation (PRC) ID 		Applicant / Client



SITUATIONAL REQUIREMENTS	
A. STANDARD/MANDATORY REQUIREMENTS MENTIONED ABOVE	
B. WITH TRANSFER OF OWNERSHIP	
B.1 Deed of Conveyance (1) Original Copy Or (1) Certified True Copy	Applicant / Client
B.2 Transfer Tax Receipt (1) Original Copy Or (1) Certified True Copy	Agency - Division: Quezon City Government - City Treasurer's Office
B.3 BIR Electronic-Certificate Authorizing Registration (eCAR) (1) Original Copy Or (1) Certified True Copy Or (1) Photocopy	Agency - Division: Bureau of Internal Revenue
C. FOR CONTINUITY OF OWNERSHIP RECORD 1.Previous Transfer Certificate of Title/Condominium Certificate of Title (TCT/CCT) (1) RD-Certified True Copy of Title	Agency - Division: Registry of Deeds
D. ABSENCE OF TRANSFER DOCUMENTS	
D.1 Certification from the Registry of Deeds that supporting transfer documents of subject title are no longer available. (1) Original Copy Remarks: (For TCT/CCT released in the year 1999 and below, in case any of the mandatory requirement/documents are no longer available)	Agency - Division: Registry of Deeds, LRA One Stop Shop, LRA Kiosk
E. FOR AUTHORIZED REPRESENTATIVE/S	
E.1 Notarized Special Power of Attorney (1) Original Copy Remarks: Executed by the Property owner (Seller or Buyer) Note: <i>Extensions of authorization are not permitted unless explicitly stated in the Special Power of Attorney</i>	Applicant / Client
E.2 Government-issued ID of Property Owner and authorized representative (1) Photo copy 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				
F. FOR CORPORATE ENTITIES				
F.1 Board Resolution or Secretary Certificate (1) Original copy		Applicant / Client		
F.2 Government-issued IDs of corporate secretary and representative (1) Photocopy with 3 signatures		Applicant / Client		
G. 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>				
G.1 Request letter addressed to the City Assessor (1) Original Copy		Applicant / Client		
G.2 Standard/mandatory requirements mentioned above		Applicant / Client		
G.3 Government issued ID of owner (1) Photocopy with 3 signatures		Applicant / Client		
G.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.SUBMISSION OF APPLICATION				
ONLINE				
1.A Open your browser and visit https://qceservices.quezoncity.gov.ph . Go to the login page and enter your credentials. Once logged in, navigate through the site and select "City Assessor iDeclare Easy."	1.A.1. N/A	None	15 minute/s	Office Aide



ON PREMISE ONLINE KIOSK 1.B Secure your queue number from the queuing machine and wait for it to appear on the queuing monitor. Then, open your browser and go to https://qceservices.quezoncity.gov.ph . Navigate to the login page, enter your credentials, and once logged in, browse to the page and select "City Assessor iDeclare Easy."	1.B.1. Assist requesting party to secure queuing number from the queuing machine	None	15 minute/s	Office Aide
	1.B.2. Call the next queue number and assist the applicant in logging in or signing up for QC eServices.		15 minute/s	Office Aide
2. Select the transaction you wish to apply for and fill in the required fields. Then, scan and upload all documentary documents.	2.1 For On-Premise Kiosk : Assist the applicant in scanning and uploading documentary requirements.	None	30 minute/s	Office Aide
3. Wait for an automatic email reply confirming the receipt of your request and notifying you of any lacking documents. If applicable, settle any fees by paying through any available payment channel or at the CTO counters. Note: Duration of review and evaluation varies depending on the complexity and volume of transactions received for the day.	3.1. Review and evaluate the application and the documentary requirements. Print the application form, property picture, and transmittal. Then, transmit the transactions to Station 1.		1 day	Local Assessment Operations Officer
	3.2.1 Station 1 - Retrieval of Records & Preparation of FAAS	None	2 hours	Data Controller
	3.2.2 Issuance of new PIN based on the approved plan		1 hours	Tax Mapper
	3.2.3 Plots subdivided or consolidated land in the tax map based on the submitted approved subdivision plan Note: Processing time varies depending on the		2 days	Tax Mapper / Tax Mapping aide Division Head



	number of parcels to be plotted.			
	3.3 Station 2 - Encoding and Printing of FAAS	None	2 days	Computer Operator
	3.4 Station 3 - Review and Approval of Printed FAAS	None	2 days	Local Assessment Operations Officer Section Chief/Asst. Division Head
	3.5 Station 4 - Printing of Notice of Assessment & Tax Declaration	None	1 day	Section Chief/Asst. Division Head Data Encoder
	3.6 Station 5 - Pre-Approval of Notice of Assessment and Tax Declarations	None	1 day	Assistant City Assessor for Operation Secretary
	3.7 Station 6 - Approval of Tax Declarations and NOA/Posting of Approved TDs	None	1 day	City Assessor Computer operator
4. Releasing of New Tax Declaration / Notice of Assessment	4. Receives approved tax declarations and sorts for easy retrieval	None	2 hours	Assessment Clerk
4.1 The requesting party and filer will receive an email and/or text message informing them of the scheduled release.	4.1 Notifies the requesting party through email and text messages of the schedule of the release of the new TD	None	30 minute/s	Assessment Clerk
4.2 Upon receiving the notification, they should go to the Office of the City Assessor on the Ground Floor on the scheduled date, obtain a queue number, and wait for their number to be called at Counter 8 or 9. Once called, they will present the email/text notification, along with the Special Power of Attorney/ Authorization and a valid ID. They will then	4.2 Call the queue number, verify the SPA and valid ID, and release the new tax declarations to the requesting party as scheduled. NOTE: <i>All unclaimed Owner's copy of Tax Declarations shall be forwarded to the Records Section of the Administrative Division for</i>		15 minutes	Assessment Clerk



write their name, affix their signature on the original copy of the tax declaration, and receive the owner's copy.	<i>mailing to the respective property owners within 5 days after the scheduled release.</i>			
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.)				
* If ONLINE		10 days, 5 hour/s, 45 minute/s		
* If ON PREMISE ONLINE KIOSK		10 days, 5 hour/s		
Total Processing Fee:				
*If ONLINE		Total Standard Fee: None Plus Possible Fee or Formula Fee: if LATE FILING		
*If ON PREMISE ONLINE KIOSK		Total Standard Fee: None Plus Possible Fee or Formula Fee: if LATE FILING		
Possible Fees LATE FILING : Php 2,000.00				

1.3 ISSUANCE OF TAX DECLARATION FOR NEW / REASSESSMENT OF IMPROVEMENT/S, MACHINERY AND OTHER STRUCTURES

This process involves issuance of a new tax declaration or reassessment of existing improvements, machinery, and structures for taxation purposes. Property owners must submit an application with required documents for newly constructed buildings, additional improvements, or newly installed machinery.

Applicants may submit a written request for assessment or accomplish an application form along with the necessary documents, following Section 202 of RA 7160.

Authorized personnel from the Property Appraisal Division - Office of the City Assessor may issue a Notice of Assessment/Declaration to concerned property owners in accordance with Section 203 of RA 7160. Once notified, the applicant must submit the required documents.

For new condominium buildings with multiple Condominium Certificates of Title (CCTs), individual tax declarations will be issued for each unit. Due to the volume of transactions, processing will require additional time for completion.



Office or Division:	Office of the City Assessor, Tax Mapping Division, Electronic Data Processing Division, Property Appraisal Division, Assessment Records Management Division, Property Valuation Standard Division, Quezon City Department of Building Official	
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/taxpayers, buyers, brokers, Consultants, realtors/developers, and duly authorized parties of interest	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
STANDARD REQUIREMENTS:		
A. FOR IMPROVEMENT/S		
A.1 Approved Building Permit/Renovation Permit (1) Original Copy Or (1) Photocopy	Agency - Division: Quezon City – Department of Building Official	
A.2 Approved Building Plan (1) Original Copy Or (1) Photocopy	Agency - Division: Quezon City – Department of Building Official	
A.3 Picture of Property (1) Original Copy Or (1) Photocopy Remarks: 3"x5" colored, photo paper)- frontage/facade showing full view of structure	Applicant / Client	
B. FOR MACHINERY		
B.1 Notarized Sworn statement showing details of machinery (Brand/Make/Model/Serial No., Specifications, Acquisition Cost/Date, Capacity, Installation Cost, Place of Installation)	Applicant/Client Agency – Division (for the Sworn Statement Form): Quezon City – Office of the City Assessor	
B.2. Mechanical Permit	Agency - Division: Quezon City – Department of Building Official	
B.3. Official Receipt and Supplier Contract Agreement	Applicant/Client	
B.4. Certification as to Date of installation of machinery	Agency - Division: Quezon City – Department of Building Official	
C. FOR AUTHORIZED REPRESENTATIVE/S		



C.1 Notarized Special Power of Attorney (1) Original Copy		Applicant / Client		
C.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		
D. FOR CORPORATE ENTITIES				
D.1 Board Resolution or Secretary Certificate (1) Original Copy		Applicant / Client		
D.2 Government-issued IDs of corporate secretary and representative (1) Photocopy with 3 signatures		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.SUBMISSION OF APPLICATION				
ONLINE: 1.A. Open browser and go to <https://qceservices.quezoncity.gov.ph>. Navigate to the log-in page and log-in credentials. Browse through the page and select "City Assessor iDeclare Easy" Location: https://qceservices.quezoncity.gov.ph locate "City Assessor iDeclare Easy"	1.A.1. N/A	None	15 minute/s	



ON PREMISE ONLINE KIOSK 1.B. Secure your queue number from the queuing machine and wait for it to appear on the queuing monitor. Then, open your browser and go to < https://qceservices.quezoncity.gov.ph >. Navigate to the log-in page and log-in credentials. and browse to the page and select "City Assessor iDeclare Easy" Location: Basement, Civic Center Bldg B, Quezon City Hall https://qceservices.quezoncity.gov.ph locate "City Assessor iDeclare Easy" Notes: Waiting time depends on the number of persons on queue	1.B.1. Assist requesting party to secure queuing number from the queuing machine	None	15 minute/s	Office Aide
	1.B.2. Call the next number on queue and assist the requesting party to log in or sign up to QC eServices.		15 minute/s	Office Aide
1.C ON-PREMISE Secure your queue number from the queuing machine and wait for it to appear on the queuing monitor. Submit application at Counter 1, Ground Floor.	1.C.1. Assist requesting party to secure queuing number from the queuing machine 1.C.2. Call the next queue number, receive the application and provide a transaction control number. 1.C.3. Recording and scanning of submitted documents	None	20 minute/s	Administrative Assistant
2. Wait for inspection notification from designated property appraiser, if necessary.	2.1. Transmit to the City Assessor for evaluation and proper dissemination.	None	2 hours	City Assessor
	2.2. Chief Appraiser instructs designated property appraisers of subject property for inspection.		2 hours	Chief Appraiser



	2.3. Data Gathering and Ocular Inspection of the subject property			
	2.3.1 Sketching of the floor plan through AutoCAD for new assessment and reassessment due to additional area on the manual FAAS.		1 day	Local Assessment Operations Officer
	2.3.2 The Appraiser completes the Field Appraisal and Assessment Sheet (FAAS), thoroughly documenting all findings and computation of the assessment based on the Schedule of Fair Market Value (SFMV).		1 hour	Local Assessment Operations Officer
	2.4. Review and approval of Manual/Generated FAAS	None		
	2.4.1 The Section Head checks and reviews the accuracy of assessment and value computation, as well as other relevant information in the prepared manual FAAS		30 minute/s	Section Head
	2.4.2 The Division Chief pre-approves the Manual FAAS and transmits to Station 1.		15 minute/s	Division Head
	2.4.3 Assign control number, scan necessary documents and transmit to Station 1.		15 minute/s	Office Aide
	2.4.4 Assigns PIN and transmits to Station 2		15 minute/s	Tax Mapper
	2.5 Station 2 - Encoding and Printing of FAAS		2 days	Computer Operator
	2.6 Station 3 - Review and Approval of Printed FAAS		1 day	Section Chief/Asst. Division Head



	2.7 Station 4 - Printing of Notice of Assessment & Tax Declaration		1 day	Data Encoder Section Chief/Asst. Division Head
	2.8 Station 5 - Pre-Approval of Notice of Assessment and Tax Declarations		1 day	Assistant City Assessor for Operation Secretary
	2.9 Station 6 - Approval of Tax Declarations and NOA/Posting of Approved TDs		1 day	City Assessor Computer operator
3. Wait for the notification regarding the schedule of release.	3. Releasing of New Tax Declaration / Notice of Assessment	None		Administrative Assistant
3.1 The requesting party and filer will receive an email and/or text message informing them of the scheduled release.	3.1 Receives approved tax declarations and sorts for easy retrieval.		2 hours	Assessment Clerk
3.2 Upon receiving the notification, they should go to the Office of the City Assessor on the Ground Floor on the scheduled date, obtain a queue number, and wait for their number to be called at Counter 8 or 9.	3.2 Notifies the requesting party through email and text messages of the schedule of the release of the new TD.		30 minute/s	Assessment Clerk
3.3 Once called, they will present the email/text notification, along with the Special Power of Attorney/Authorization and a valid ID. They will then write their name, affix their signature on the original copy of the tax declaration, and receive the owner's copy.	3.3 Call the queue number, verify the SPA and valid ID, and release the new tax declarations to the requesting party as scheduled. NOTE: <i>All Owner's copy of Tax Declarations shall be forwarded to the Records Section of the Administrative Division for mailing to the respective property owners within 5 days after the scheduled release.</i>		15 minute/s	Assessment Clerk



Total Processing Time: (Note: Processing time may vary depending on the number of parcels/real property units (RPU), complexity of the transactions involved, and the volume of transactions received for the day.)

* If ONLINE	8 days, 6 hours, and 40 minutes
* If ON PREMISE ONLINE KIOSK	8 days, 6 hours, and 55 minutes
Total Processing Fee:	Total Standard Fee: None

1.4 CORRECTION / UPDATING OF ENTRY

Clients may avail of this service if they need to correct or update specific entries in their tax declarations. Common corrections include updating addresses, correcting misspelled names, revising technical descriptions, and fixing typographical errors caused by incorrect entries in Transfer Certificates of Title (TCTs) or Condominium Certificates of Title (CCTs). Other corrections may involve updating the Property Index Number (PIN) and similar adjustments.

Office or Division:	Office of the City Assessor, Property Valuation Standard Division, Tax Mapping Division, Electronic Data Processing Division, Assessment Records Management Division, Property Appraisal Division, Administrative Division	
Category:	External Service	
Classification:	Complex, Highly Technical	
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 REQUIREMENTS		
A. FOR CORRECTION OF OWNER'S NAME, TECHNICAL DESCRIPTION AND OTHER TCT-RELATED CORRECTIONS		



A.1 Letter Request addressed to the City Assessor (1) Original Copy	Applicant/Client
A.2 Government-issued ID of Property Owner (1) Photocopy with 3 signatures <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
A.3 Transfer Certificate of Title/Condominium Certificate of Title (1) Certified True Copy	Applicant / Client
B. FOR UPDATING OF ADDRESS B.1 Fill out request form QCG.OCAAs.OCAAs.F.04 (1) Original Copy	Property Owner
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
SITUATIONAL REQUIREMENTS	
A. STANDARD/MANDATORY REQUIREMENTS MENTIONED ABOVE	
B. FOR AUTHORIZED REPRESENTATIVE/S B.1 Notarized Special Power of Attorney (1) Original Copy	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 	Applicant / Client



<ul style="list-style-type: none"> • 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 Board Resolution or Secretary Certificate (1) Original Copy	Applicant / Client
C.2 Government-issued IDs of corporate secretary and representative (1) Photocopy with 3 signatures	Applicant / Client
D. INCLUSION OF AWARDEE'S NAME	
D.1 New Transfer Certificate of Title or Condominium Certificate of Title or Certification of Award (1) Certified True Copy (2) Original copy (Certification of Award)	Agency - Division: Registry of Deeds For Certification of Award: Agency - Division: National Housing Authority / Quezon City Government - HCDRD / UPAO
D.2 Deed of Conveyance/Conditional Sale (1) Original Copy or (1) Certified True Copy	Agency - Division: National Housing Authority / Quezon City Government - HCDRD / UPAO
E. 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>	
E.1 Request letter addressed to the City Assessor (1) Original Copy	Applicant / Client
E.2 Standard/mandatory requirements for transfer mentioned above	Applicant / Client
E.3 Government issued ID of owner (1) Photocopy with 3 signatures	Applicant / Client
E.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.SUBMISSION OF APPLICATION				
ONLINE: 1.A. Open browser and go to < https://qceservices.quezoncity.gov.ph >. Navigate to the log-in page and log-in credentials. and browse to the page and select "City Assessor iDeclare Easy" Location: https://qceservices.quezoncity.gov.ph then look for "City Assessor iDeclare Easy"	1.A. N/A	None	15 minute/s	Office Aide
ON PREMISE ONLINE KIOSK 1.B. Secure your queue number from the queuing machine and wait for it to appear on the queuing monitor. Then, open your browser and go to < https://qceservices.quezoncity.gov.ph >. Navigate to the log-in page and log-in credentials. and browse to the page and select "City Assessor iDeclare Easy" Location: Basement, Civic Center Bldg B, Quezon City Hall https://qceservices.quezoncity.gov.ph locate "City Assessor iDeclare Easy" Notes/Instruction: Waiting time depends on the number of people in the queue.	1.B.1. Assist requesting party to secure queuing number from the queuing machine	None	15 minute/s	Office Aide
	1.B.2. Call the next number on queue and assist the requesting party to log in or sign up to QC eServices.	None	15 minute/s	Office Aide



<p>2. Choose the transaction you wish to apply for and complete the required fields, then scan and upload all transfer requirements</p> <p>Location: Basement, Civic Center Building B, Office of the City Assessor https://qceservices.quezoncity.gov.ph locate "City Assessor iDeclare Easy"</p>	<p>2.1 For On-Premise Kiosk: Assist the applicant in scanning and uploading documentary requirements.</p>	None	30 minute/s	Office Aide
<p>3. Wait to receive an automatic email reply acknowledging receipt of the request and a notification of lacking documents, if there's any, or the tracking number.</p> <p>Location: Basement, Civic Center Bldg B, Quezon City Hall https://qceservices.quezoncity.gov.ph locate "City Assessor iDeclare Easy"</p> <p>Note: Duration of review and evaluation varies depending on the complexity and volume of transactions received for the day.</p>	3.1. Review and evaluate the application and the documentary requirements. Print the application form, property picture, and transmittal. Then, transmit the transactions to Station 1.	None	1 day	Local Assessment Operations Officer
	3.2. Station 1 - Retrieval of Records & Preparation of FAAS	None	4 hour/s	Data Controller Tax Mapper 1
	3.3 Station 2 - Encoding and Printing of FAAS		1 day	Computer Operator
	3.4 Station 3 - Review and Approval of Printed FAAS		1 day	Local Assessment Operations Officer Section Chief/Asst. Division Head
	3.5 Station 4 - Printing of Notice of Assessment & Tax Declaration		1 day	Section Chief/Asst. Division Head Data Encoder
	3.6 Station 5 - Pre-Approval of Notice of Assessment and Tax Declarations		1 day	Assistant City Assessor for Operation Secretary



	3.7 Station 6 - Approval of Tax Declarations and NOA/Posting of Approved TDs		4 hour/s	City Assessor Computer operator
4. Wait for the notification regarding the schedule of release.	4. Releasing of New Tax Declaration / Notice of Assessment	None		Administrative Assistant
4.1 The requesting party and filer will receive an email and/or text message informing them of the scheduled release.	4.1 Receives approved tax declarations and sorts for easy retrieval.		2 hours	Assessment Clerk
4.2 Upon receiving the notification, they should go to the Office of the City Assessor on the Ground Floor on the scheduled date, obtain a queue number, and wait for their number to be called at Counter 8 or 9.	4.2 Notifies the requesting party through email and text messages of the schedule of the release of the new TD.		30 minute/s	Assessment Clerk
4.3 Once called, they will present the email/text notification, along with the Special Power of Attorney/Authorization and a valid ID. They will then write their name, affix their signature on the original copy of the tax declaration, and receive the owner's copy.	4.3 Call the queue number, verify the SPA and valid ID, and release the new tax declarations to the requesting party as scheduled. <i>NOTE: All Owner's copy of Tax Declarations shall be forwarded to the Records Section of the Administrative Division for mailing to the respective property owners within 5 days after the scheduled release.</i>		15 minute/s	Assessment Clerk
Total Processing Time: (Note: Processing time may vary depending on the number of parcels/real property units (RPU's), complexity of the transactions involved, and the volume of transactions received for the day.)				
* If ONLINE		6 day/s, 45 minutes		
* If ON PREMISE ONLINE KIOSK		6 day/s, 1 hour		
Total Processing Fee: NONE				



*If ONLINE	Total Standard Fee: None
*If ON PREMISE ONLINE KIOSK	Total Standard Fee: None

1.5 DECLARATION OF NEW/UNDECLARED LAND (TITLED PROPERTY)

This process involves the declaration of new or undeclared land for taxation purposes. As per Section 5(B) of the Manual on Real Property Appraisal and Assessment Operations (MRPAAO), applicants must comply with the necessary requirements for the first-time declaration of titled properties.

Since October 2019, a policy mandates that all applications for new tax declarations, regardless of the land area, must be cleared by the City Assessor before processing. This ensures that potential land conflicts, such as multiple claimants or overlapping claims, are thoroughly validated to prevent disputes and ensure accurate assessments.

Office or Division:	Office of the City Assessor, Tax Mapping Division, Electronic Data Processing Division, Property Appraisal Division, Assessment Records Management Division, Property Valuation Standard Division
Category:	External Service
Classification:	Highly Technical
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
A. STANDARD REQUIREMENTS	
1. Original or Transfer Certificate of Title (OCT/TCT) (1) Certified True Copy	Agency - Division: Registry of Deeds
2. Free patent, homestead, or miscellaneous sales application (from DENR/DAR) (1) Certified True Copy	Agency - Division: DENR/DAR
3. Approved Survey/Subdivision Plan (1) Original copy or (1) Certified True Copy	Agency - Division: LRA
4. Certified copy of Court Order and Finality	Agency - Division: Clerk of Court
5. Picture of Property	Applicant / Client



Remarks: (3"x5" colored, photo paper) -frontage/facade showing full view of structure	
2 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) • Driver's License - LTO • Passport • Philippine Identification (PhilID / ePhilID) • PhilHealth ID • Postal ID • Voter's ID • Professional Regulation (PRC) ID 	Applicant / Client
SITUATIONAL REQUIREMENTS:	
A. STANDARD/MANDATORY REQUIREMENTS MENTIONED ABOVE	
B. FOR AUTHORIZED REPRESENTATIVE/S	
B.1 Duly notarized Authorization Letter or Special Power of Attorney from the owner (1) Original Copy	Applicant / Client
B.2 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/GSIS 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
C. FOR CORPORATE ENTITIES	
C.1 Board Resolution or Secretary Certificate (1) Original Copy	Applicant / Client
C.2 Government-issued IDs of corporate secretary and representative (1) Photocopy with 3 signatures	Applicant / Client



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SUBMISSION OF APPLICATION				
ONLINE: 1.A Open your browser and visit https://qceservices.quezoncity.gov.ph . Go to the login page and enter your credentials. Once logged in, navigate through the site and select "City Assessor iDeclare Easy."	1.A.1 N/A	None	15 minute/s	Office Aide
	1.B.1. Assist requesting party to secure queuing number from the queuing machine	None	30 minute/s	Office Aide
	1.B.2. Call the next queue number and assist the applicant in logging in or signing up for QC eServices.			
1.C ON-PREMISE Secure your queue number from the queuing machine and wait for it to appear on the queuing monitor. Submit application at Counter 1, Ground Floor.	1.C.1. Assist requesting party to secure queuing number from the queuing machine	None	20 minute/s	Administrative Assistant
	1.C.2. Call the next queue number, receive the application and provide a transaction control number.			
	1.C.3. Recording and scanning of submitted documents			
2.Wait for the request to be evaluated	2.1. Upon record validation, refer the transaction to the City Assessor for review and approval, noting that it is for "initial declaration."	None	4 hours	City Assessor



	2.2. The Office of the City Assessor routes the request to the Tax Mapping Division (Station 1) for research & technical evaluation. Checks the tax map for overlapping properties and potential claims by other parties. If warranted, further validation will be conducted to address any issues or disputes.	None	5 days	Tax Mapper Section Chief Division Head
	2.3.A If the request is denied due to missing requirements identified during technical evaluation, the Head of the Tax Mapping Division will inform the City Assessor. A denial letter will then be sent to the requesting party.	None	1 day	TMD Division Head City Assessor Records Officer
	2.3.B If the request is compliant, the concerned parcel will be researched, checked, and plotted. An ocular inspection will be conducted if necessary.		2 days	Tax Mapper
	2.3.B.1 Prepares the Field Appraisal and Assessment Sheet (FAAS), assigns the respective Property Identification Number (PIN), and completes the manual FAAS with the necessary computations.		1 hour/s	Tax Mapper
	2.5 Station 2 - Encoding and Printing of FAAS		2 days	Computer Operator
	2.6 Station 3 - Review and Approval of Printed FAAS		1 day	Section Chief/Asst. Division Head



	2.7 Station 4 - Printing of Notice of Assessment & Tax Declaration		1 day	Data Encoder Section Chief/ Asst. Division Head
	2.8 Station 5 - Pre-Approval of Notice of Assessment and Tax Declarations		1 day	Assistant City Assessor for Operation Secretary
	2.9 Station 6 - Approval of Tax Declarations and NOA/Posting of Approved TDs		1 day	City Assessor Computer operator
3. The requesting party and filer will receive an email and/or text message informing them of the scheduled release. Upon receiving the notification, they should go to the Office of the City Assessor Counter 8 & 9, ground floor or third floor, records section on the scheduled date. They will present the email/text notification, along with the Special Power of Attorney/ Authorization and a valid ID. They will then write their name, affix their signature on the receiving copy of the letter reply, and receive the owner's copy.	3. Releasing of New Tax Declaration / Notice of Assessment / Letter reply of the City Assessor			Administrative Assistant
	3.2 Notifies the requesting party through email and text messages of the schedule of the release of the new TD		30 minute/s	
	3.3 Verify the SPA, if filed by authorized representative, and valid ID, and release the new tax declarations to the requesting party as scheduled.		15 minute/s	
Total Processing Time:				
* If ONLINE		10 days, 3 hours, and 50 minutes		
* If ON PREMISE ONLINE KIOSK		10 days, 4 hours, and 5 minutes		
* If ON PREMISE (LETTER REQUEST)		10 days, 3 hours, and 55 minutes		
Total Processing Fee:				
*If ONLINE		Total Standard Fee: Plus Possible Fee or Formula Fee: if LATE FILING		



*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