



Republic of the Philippines
OFFICE OF THE CITY ASSESSOR
 Quezon City, Metro Manila



TAX DECLARATION APPLICATION & ROUTING FORM

(CORRECTION/UPDATING)

Date filed: _____ Control No.: _____

[PLEASE PRINT THIS PORTION LEGIBLY TO AVOID ERROR IN PERSONAL REFERENCE]

SUBJECT / TYPE OF PROPERTY:	Land	Building	Machinery
Tax Declaration No.			

NAME OF DECLARED OWNER: [TCT/Building plan as reference]

List of Co-owners: _____

Owner/s' Complete Mailing Address: _____ T.I.N. _____

Administrator: _____ T.I.N. _____
 Address _____ T.I.N. _____

MEMORANDA/CORRECTIVE MEMO:

FROM: _____ TO: _____

DOCUMENTARY REQUIREMENTS ATTACHED (Documents required depend on the information being requested for correction):

- Please check appropriate box:
- TCT/CCTs certified copy from RD (for correction of Owner's Name, Technical description, etc)
 - Photo-copy of Current Year Realty Property Tax Payment (original to be presented, if necessary)
 - Letter-request of the owner specifying requested correction and purpose for which the document will be used
 - Owner's authorization/special power of attorney (for other parties requesting)
 - Picture of property (3" x 5" colored, photo paper) – frontage/facade

Prepared by: _____	Received by: _____	FORM 104
Applicant _____ Date _____	Receiving Officer _____ Date _____	
Valid contact no. _____ Valid email address : _____		

DOCUMENT TRACKING

WORKSTATION	Received Time	Record Out	REMARKS
RECEIVING			
STN 1 - EDP OSS TMD PAD CLERK			
STN 2			
STN 3 VERIFY REVIEW APPROVAL TRANSMIT			
STN 4			
STN 5			
STN 6			

ACKNOWLEDGEMENT/CLAIM SLIP

Control No.: _____

FILED BY: _____
 ADDRESS: _____
 CONTACT NO. _____

FOLLOW-UP BEFORE SCHEDULED RELEASE ON: _____ TEL. NO. **988-4242 LOC. 8031; 8291**

Contact details of Office to call for recommendations, queries and complaints: ** New TD/NOA will be released upon presentation of this claim slip.
 CityAssessor@quezoncity.gov.ph or <https://www.facebook.com/quezoncityassessorsoffice>