



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



**TAX DECLARATION APPLICATION & ROUTING FORM**  
 (NEW DECLARATION FOR LAND/TITLED PROPERTY)

Date filed: \_\_\_\_\_

Control No.: \_\_\_\_\_

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

SUBJECT / TYPE OF PROPERTY:	<input type="checkbox"/> Land	<input type="checkbox"/> Building	<input type="checkbox"/> Machinery
Tax Declaration No.	_____	_____	_____

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

List of Co-owners: \_\_\_\_\_

Owner/s' Compete Mailing Address: \_\_\_\_\_

Administrator: \_\_\_\_\_

Address: \_\_\_\_\_

**\*\* Tickler Box for CAO Evaluator's use ONLY \*\***

DOCUMENTARY REQUIREMENTS ATTACHED (Please check appropriate box):

- TCTs/CCTs →present original or authenticated copy from Registry of Deeds
- Request Letter
- LRA approved Survey/Subdivision Plan
- Court Decision and Finality or Entry of Judgment, if necessary
- Picture of property (3"x5" colored, photo paper) - frontage/facade showing full view of structure

**A PENALTY OF P2,000.00 PER TITLE SHALL BE IMPOSED FOR LATE DECLARATION OF PROPERTY FILED SIXTY (60) DAYS AFTER THE ISSUANCE OF TCT/CCT FROM THE REGISTRY OF DEEDS (ORDINANCE NO. SP 2361, S-2014).**

**To show proof of release, submit Acknowledgement Slip reflecting EPEB No. or Certification of Release from RD.**

Prepared/Filed by:	Received by:	<b>FORM 107</b>
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: \_\_\_\_\_

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: [CityAssessor@quezoncity.gov.ph](mailto:CityAssessor@quezoncity.gov.ph) or <https://www.facebook.com/quezoncityassessorsoffice> \*\* New TD/NOA will be released upon presentation of this claim slip.

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