

## APPLICATION AND CHECKLIST OF DOCUMENTARY REQUIREMENTS

### IMPORTANT:

- [1] Processing of transaction commence only upon submission of COMPLETE DOCUMENTS.
- [2] On Instances that photocopies are submitted. the original copy must be presented for authentication.

### APPLICANT DETAILS:

Applicant (Buyer) Name of Property Owner

Tax Declaration No. TCT No

Address (Location of the Property to be Transferred) E-mail Address

Sex

Pin #

### A. MANDATORY REQUIREMENTS

Certified True Copy of Transfer Certificate of Title, Condominium Certificate of Title(CCT), Original Certificate of Title (OCT) from the Register of Deeds.

Duly Notarized Deed of Conveyance (Deed of Sale, Donation, etc.)

Original Copy of the Official Receipt evidencing latest payment of Real Property Taxes

### B. OTHER REQUIREMENTS:

Valid ID of the seller or buyer

Authorization and valid ID of the authorized representative

Contact Number

### C. DOCUMENT REQUESTED:

#### CITY ASSESSOR'S OFFICE DOCUMENT

#### QUANTITY

Property Verification/ Issuance of Certifications:

With Improvement

No Improvement

Property Holding (per property)

No Property

Certified Copy of Tax Declaration

Certified Copy of TD w/ cert SMV

#### CITY TREASURERS OFFICE DOCUMENT

Tax Clearance (Based on properties submitted)

Transfer Tax