



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



TAX DECLARATION APPLICATION & ROUTING FORM
(SEGREGATION/CONSOLIDATION)

Date filed: _____

Control No.: _____

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

SUBJECT / TYPE OF PROPERTY: Tax Declaration No.	Land	Building	Machinery
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NAME OF REGISTERED/DECLARED OWNER: [TCT/Building plan as reference]

List of Co-owners: _____

Owner/s' Complete Mailing Address: _____

Administrator: _____

Address: _____

**** Checkbox for CAO Evaluator's use ONLY ****

DOCUMENTARY REQUIREMENTS ATTACHED (Please check appropriate box):

<input type="checkbox"/>	TCTs/CCTs → present original or authenticated copy from Registry of Deeds	<p>PREVIOUS OWNERSHIP FOR CONTINUITY: Please attach separate sheet, if necessary</p> <table border="1"> <tr> <th>TCT NO.</th> <th>DECLARED OWNER</th> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	TCT NO.	DECLARED OWNER						
TCT NO.	DECLARED OWNER									
<input type="checkbox"/>	Certified copy of previous Transfer Certificate of Title/Condominium Cert. of Title									
<input type="checkbox"/>	Deed of Conveyance (Any of the ff. please check):									
<input type="checkbox"/>	Deed of Sale/Donation									
<input type="checkbox"/>	Deed of Exchange									
<input type="checkbox"/>	Extra-judicial settlement of estate									
<input type="checkbox"/>	Affidavit of Self Adjudication (sole heir)									
<input type="checkbox"/>	Deed of conditional sale									
<input type="checkbox"/>	Partition Agreement									
<input type="checkbox"/>	Others (specify) _____									
<input type="checkbox"/>	Secretary Certificate is required, if seller is a corporation									
<input type="checkbox"/>	Seller's Business Tax Receipt/Business Permit (original & photo copy); in case of a Corporation									
<input type="checkbox"/>	Transfer tax receipt (clear photo copy & Certification from CTO; original to be presented, if necessary)									
<input type="checkbox"/>	Electronic-Certificate Authorizing Registration(eCAR), duplicate or photo copy (AO 186 s-2007)									
<input type="checkbox"/>	Current Realty Tax Clearance -present original; and/or photo copy latest year full payment (in case of old Tax Clearance)									
<input type="checkbox"/>	Picture of property (3"x5" colored, photo paper) - frontage/facade showing full view of structure									
<input type="checkbox"/>	Approved Subdivision Plan (for consolidation/segregation)									

NOTE: In case the foregoing documents are no longer available, please submit:
 • LRA Certification
 • Notarized affidavit of loss

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: _____ Applicant	Date _____	Received by: _____ Receiving Officer	Date _____	FORM 102
Valid contact : _____		Valid email address : _____		

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

ACKNOWLEDGEMENT/CLAIM SLIP	
FILED BY: _____	Control No.: _____
CONTACT NO. _____	
FOLLOW-UP BEFORE SCHEDULED RELEASE ON: _____	TEL. NO. 8988-4242 Loc.8291; 8031; 8297; 8296
Contact details of Office for recommendations, queries and complaints: CityAssessor@quezoncity.gov.ph or https://www.facebook.com/quezoncityassessorsoffice	** New TD/NOA will be released upon presentation of this claim slip.