



TAX DECLARATION APPLICATION & ROUTING FORM
(TRANSFER)

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: _____

MODE OF ACQUISITION: _____ Date of Acquisition: _____
 Amount of Consideration _____ Actual use: _____
 TCT/CCT No. _____ TCT/CCT Date _____ Effectivity Year: _____

**** 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	PREVIOUS OWNERSHIP FOR CONTINUITY: Please attach separate sheet, if necessary
<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"/>	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	

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

TCT NO.	DECLARED OWNER

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:	FORM 101
Applicant _____ Date _____	Receiving Officer _____ Date _____	
Valid contact no. _____	Valid email address : _____	

DOCUMENT TRACKING			
WORKSTATION	Received Time	Record Out	REMARKS
RECEIVING			
STN 1 - OSS	EDP 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. 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.