



## 2.1. CERTIFIED COPY OF TAX MAP/S

A tax map can be requested to identify the particular location of a property based on the latest Tax Mapping Record, whether manual or Geographical Information System (GIS), and for other purposes. However, this particular certification cannot be used as evidence for setting boundary disputes.

**Processing Period:** Within three (3) days

<b>Office or Division:</b>	<b>CITY ASSESSOR'S OFFICE (Tax Mapping Division)</b>
<b>Classification:</b>	SIMPLE

<b>Type of Transaction:</b>	G2G-Government to Government, G2B-Government to Business, G2C-Government to Citizens
<b>Who may avail:</b>	All Quezon City real property owners/taxpayers, buyers, brokers, Consultants, realtors/developers, and other parties of interest.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly Accomplished digital TMD Form (QCGCAO-QP/SOI-B08-v03) <b>for electronic submission</b> , requiring the following information: <ul style="list-style-type: none"> <li>• Full Name and Signature of the requesting party/authorized representative</li> <li>• Contact Number and E-mail Address of the said person or authorized representative together with the following documents: <ul style="list-style-type: none"> <li>• Name of Property Owner subject of request</li> <li>• Property Reference (TD No./PIN/TCT)</li> </ul> </li> </ul>	Quezon City Website: <a href="https://quezoncity.gov.ph/departments/city-assessors-department/">https://quezoncity.gov.ph/departments/city-assessors-department/</a> <a href="https://assessorsoffice.quezoncity.gov.ph/">https://assessorsoffice.quezoncity.gov.ph/</a> CAO's Facebook page/Messenger <a href="https://www.facebook.com/quezoncityassessorsoffice">https://www.facebook.com/quezoncityassessorsoffice</a>
Properly Filled-out TMD Form (QCG-CAOQP/SOI-B08-V03) <b>for on-premise online submission</b>	City Assessor's Office, Ground Floor, Information Desk
Original copy of notarized Special Power of Attorney or Authorization, if filing thru a representative	Property Owner
Photocopy of the Principal and Presenters valid ID	Presenter/Applicant & Owner
Photocopy of Title/TD or real property tax receipt and other references for property identification	Owner/Representative
Or by merely identifying & confirming property location thru RPV	Owner/TMD Representative



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>TRANSACTIONS SUBMITTED THRU EMAIL</b>				
1. Submit thru email ( <a href="mailto:CityAssessor@quezoncity.gov.ph">CityAssessor@quezoncity.gov.ph</a> ) properly Filled-out TMD Form 1(QCG-CAO-QP/SOI-B08-v03) inclusive of clear soft copy of all required documents in PDF or JPEG file format.	1.0 Receive and acknowledges e-mail for review as to completeness of documentary requirements submitted.	None	5 minutes	Administrative Division (Email Administrator)
1.1 Receive an automatic email reply acknowledging receipt of the request and wait for the application to be evaluated.	1.1 Automatic email reply sent 1.2 Review as to completeness of required documents			
2. Receive an official acknowledgement thru email acknowledging receipt or denial (as the case may be) of the application/ request. 2.1 Wait for the request to be evaluated.	2.0 Email back to officially acknowledge on-line request of compliant; or 2.1 Email applicant as to automatic denial due to lacking requirements found upon evaluation. 2.2 Forwards e-mail to respective process owner for processing		30 mins	Records Clerk (Records Section)



<p>3.0 Owner receives email as to the Order of Payment &amp; Control No. as well as schedule of release</p> <p>3.1 Receives notice of denial due to lacking requirements which may later on be resubmitted following the same process.</p>	<p>3.0 Checks and validates submitted documents</p> <p>3.1 Verify and prepare for printing requested document</p> <p>3.2 Assign Tracking No. and inform applicant of the fees to be paid as well as the control/tracking no.</p> <p>3.3 For incomplete requirements, applicant is advised accordingly.</p>	<p>None</p>	<p>1 day or more depending on the number of RPUs</p> <p>30 mins</p>	<p>Taxmapping Section Receiving Clerk (Taxmapper) (Window Counters 1-3)</p> <p>Records Clerk</p>
<p>4.0 Owner pays the corresponding fee</p>	<p>4.0 Window 5-18 Miscellaneous Fees Section, City Treasurer's Office</p>	<p>Php 200/ parcel</p>	<p>15 minutes</p>	<p>Office of the City Treasurer, Billing/Cashier Officer</p>
<p>5.0 Presents corresponding</p>	<p>5.0 Print Tax Map, submit for</p>	<p>None</p>	<p>15 minutes</p>	<p>Taxmapping Division</p>
<p>OR/Receives a copy of Tax Map</p>	<p>approval and record the O.R. number</p> <p>5.1 Release Tax Map with the Official Receipt</p> <p>5.2 Forward to Records Section for releasing if with communication</p>			<p>Taxmapper / Releasing Officer/Clerk</p> <p>Records Section, Administrative Division</p>
	<p>TOTAL</p>	<p>PHP 200/ parcel</p>	<p>1-2 days</p>	