



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



TAX DECLARATION APPLICATION & ROUTING FORM
 (NEW ASSESSMENT/REASSESSMENT)

Date filed: _____

Control No.: _____

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

Land Ref. (Lot/Blk/Survey No.) : _____
 Tax Declaration No.: _____

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

List of Co-owners: _____

Owner/s' Complete Mailing Address: _____ T.I.N. _____

Administrator: _____ T.I.N. _____
 Address: _____ T.I.N. _____

DOCUMENTARY REQUIREMENTS ATTACHED (Please check appropriate box):

<input type="checkbox"/>	Approved Building Permit
<input type="checkbox"/>	Approved Building Plan
<input type="checkbox"/>	Occupancy permit
<input type="checkbox"/>	Photo copy of Tax Declaration (Land Record)
<input type="checkbox"/>	Certified true copy of latest tax declaration (for re-reassessment/reclassifications)
<input type="checkbox"/>	Duly Accomplished & Notarized Sworn statement of owner declaring the property
<input type="checkbox"/>	Current Realty Tax Clearance or present original & photo copy current year full payment (if necessary)
<input type="checkbox"/>	Picture of property (3"x5" colored, photo paper) - frontage/façade (showing full view of the structure)

Prepared by: _____	Received by: _____	FORM 103
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: _____
 ADDRESS: _____
 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 or <https://www.facebook.com/quezoncityassessorsoffice> ** New TD/NOA will be released upon presentation of this claim slip.