REQUIREMENTS/SUPPORTING DOCUMENTS PER TRANSACTION

ROUTINE TRANSACTION:

- New Tax Declaration
- Transfer of Tax Declaration
- Segregation of tax Declaration (same owner)
- Segregation and Transfer of Tax Declaration
- Change of Classification
- Cancellation of Tax Declaration
- Change of Improvements
- Certifications

FOR LANDS		FOR BUILDINGS
Titled	Non-titled	
1. Request Form 2. Cert. Fee P 50.00	1. Request Form 2. Cert. Fee P 50.00	1. Request Form 2. Cert. Fee P 50.00
1. Letter Request 2. Ocular Inspection	1. Letter Request 2. Ocular Inspection	1. Letter Request 2. Ocular Inspection
1. Letter Request 2. Cert. from Barangay Captain	1. Letter Request 2. Cert. from Barangay Captain	1. Letter Request 2. Cert. from Barangay Captain
1. Letter Request 2. Tax Clearance 3. Ocular Inspection	1. Letter Request 2. Tax Clearance 3. Ocular Inspection	1. Letter Request 2. Tax Clearance 3. Ocular Inspection
1. Approved Subd. Plan 2. Photocopy of TCT 3. Tax Clearance	1. Approved Subd. Plan 2. Transfer of Rights 3. Transfer Fee 4. DENR Application 5. Tax Clearance	
1. Approved Subd. Plan 2. Tax Clearance	1. Approved Subd. Plan 2. Tax Clearance	
1. Photocopy of Title 2. Tax Clearance	1. Transfer of Rights 2. DENR Tech'l Desc'n 3. Transfer Fee 4. DENR Application	1. Deed of Sale 2. Transfer Fee 3. Tax Clearance
1. Photocopy of TCT	1. DENR Application 2. Transfer Fee	1. Building Plan 2. Cert. of Occupancy