



Internal/External

8. SERVICENAME: ISSUANCE OF CERTIFIED TRUE COPY/IES OF TAX DECLARATION, CERTIFICATIONS, CANCELLED SERIES OF TDs AND TRACEBACK OF TDs

Description of the Service: The City Assessor’s Office issues certified true copy/ies (CTC) of tax declarations, certification of no property and/or certification of landholdings for purposes of transfer of titles, loans, legal matters, medical and/or financial assistance and other related matters.

Office or Division:	Office of the City Assessor
Classification:	Simple
Type of Transaction:	G2G, G2C, G2B
Who may avail:	All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Valid Identification Card (ID) 2. Tax Clearance and/or Updated Tax Receipt 3. Copy of any of the following: <ol style="list-style-type: none"> 3a. Tax Declaration (Old or New) 3b. Proof of ownership, rights, or interests over the subject property. 4. Notarized Special Power of Attorney of the representative signed by the owner, if applicable. Board Resolution for Corporation. 5. Valid ID of authorized representative 		<ol style="list-style-type: none"> 1. Owner of the property 2. City Treasurer’s Office 3. Owner and/or any authorized representative 4. Owner of the property/Corporation 5. Authorized representative 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

