



**OFFICE OF THE CITY ASSESSOR**  
**REQUEST FORM**

**IMPORTANT:** For processing of request, print this form legibly. The processing commences only upon submission of complete documentary requirement listed in the Citizen's Charter (published at [www.valenzuela.gov.ph](http://www.valenzuela.gov.ph))

✓ Lahat ng **naka-pula** ay **kailanganpunan/sulatan** ng humihiling

BY SIGNING THIS DOCUMENT, I DECLARE UNDER THE PENALTIES OF PERJURY, THAT I understand, concur and give my full consent to the City Government of Valenzuela, its offices and departments, as well as its partners and service providers, if any, to collect, store, access and/process any personal data and information, as defined by the Data Privacy Act of 2012 (R.A. No. 10173) and its IRR, that I provided and attached in my documentary requirements for processing of my request. The data can be processed, profiled or shared to requesting parties or for the purpose of any court, legal process, examination, inquiry and audit or investigation of any authority

FURTHER, ACKNOWLEDGE THAT all information contained in this application are true and correct based on my personal knowledge and the documentary requirements for processing of my request with the Office of the City Assessor are authentic. Any fake, misleading information supplied or attached, or production of fake or falsified documents shall be grounds for appropriate actions against me and is an automatic ground for denial of my request.

\_\_\_\_\_  
**Signature above Printed Full Name** Email address

\_\_\_\_\_  
 Relation to owner, **if representative** **Contact Number**

✓ Paki-lagyan ng check (✓) ang transaction na hinihiling at bilang (**quantity**) ng serbisyong hinihiling:

**Request for:**

- Transfer only
- Transfer with Subdivision and/or Consolidation
- Subdivision or Consolidation
- Correction of Entry

**Request for:**

- Declaration/Appraisal & Assessment of Property
- Cancellation
- Annotation
- Others, please identify: \_\_\_\_\_

**Certified True Copy and/or Certificate**

**Request for:**

- Tax Declaration \_\_\_\_\_ **Quantity**
- Tax Map Certificate \_\_\_\_\_
- Property/No Property Holdings \_\_\_\_\_

**Request for:**

- No Improvement \_\_\_\_\_ **Quantity**
- Previous Tax Declaration \_\_\_\_\_
- Others, please identify: \_\_\_\_\_

**Barangay Location**, For Declaration/Appraisal of Property only: \_\_\_\_\_

NOTE or INSTRUCTIONS, *if any*: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**RELEASING OF REQUEST:**

BY AFFIXING MY SIGNATURE herein, I attest to the truth of the foregoing facts and that my request was processed accordingly.

Received by:

\_\_\_\_\_  
**Signature above full name** **DATE** 2024 **TIME** \_\_\_\_\_

*This box shall be filled up by the office only*

**PROCESSING TIME**

**Control No.:** \_\_\_\_\_ -2024- \_\_\_\_\_

2024 \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_ 2024 \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_

*Date Received* *Time* *Date Finalized* *Time*

**Instructions, if any:** \_\_\_\_\_