



**OFFICE OF THE CITY ASSESSOR**

*I understand that this form shall serve only as a guide for processing my request and is not an official document. Before processing my request, I have checked the Citizen's Charter regarding the documentary requirements and process in their office or official website at [www.valenzuela.gov.ph](http://www.valenzuela.gov.ph) . Further, the list herein are just the basic requirements, and the office shall require additional documents, whenever necessary*

**BASIC DOCUMENTARY REQUIREMENTS for TRANSFER, SUBDIVISION and/or CONSOLIDATION:**

**Common Requirements**

- 1. Accomplished Request Form
- 2. Original Certified True Copy of Title
- 3. Previous title may be required for continuity
- 4. Photocopy of Government issued ID of the Owner or Corporate Secretary
- 5. Payment of Processing Fee (PhP 100.00 per processed Tax Declaration)
- 6. Real Property Tax must be current (No delinquency)

**Transfer of Real Property:**

- 1. Duly Notarized Deed of conveyance, such as Deed of Sale, Donation, or Extra-Judicial Settlement and Affidavit of Publication
- 2. eCAR (Electronic or Certificate Authorizing Registration)
- 3. Transfer Tax Receipt

**Subdivision &/or Consolidation**

- 1. Approved Survey Plan  
*For easy tagging, GIS shapefile of the plan (optional)*
- 2. Lot Data Computation, if the title does not reflect Technical Description

**Additional Requirements**

- 1. If transacted by authorized representative
  - a. Special Power of Attorney (SPA) or Authorization Letter of the owner or corporate secretary (signature of the person authorizing must be the same in the Government issued ID person authorizing)
  - b. Valid ID of representative
- 2. Penalty of PhP 2,000.00 per property to be processed if Processing is made after 60 days from date of registration with the Registry of Deeds

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

**RETURN / FOLLOW UP**

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

Date of Request: \_\_\_\_\_

Processed by: \_\_\_\_\_

Follow up before SCHEDULED RELEASE DATE ON: \_\_\_\_\_ at TEL No.: 8352-1000 loc 1307 and 1307

**\*\*\* The request made will be released upon presentation of this form and the Official Receipt for Processing.**

**A-201**

For continuous improvement and to serve you better, please let us know what you think and how well we served you by answering our **Sukatan ng Serbisyo Form** (Customer Satisfaction Measurement Survey). Thank you!