



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. Further, the list herein are just the basic requirements, and the office shall require additional documents, whenever necessary

BASIC DOCUMENTARY REQUIREMENTS for CERTIFIED AND CERTIFICATION REQUEST:

Common Requirements

- 1. Accomplished Request Form
- 2. Photocopy of Government issued ID of the Owner or Corporate Secretary
- 3. Previous title may be required for continuity
- 4. Current photo or image of the land (**Colored**)
- 5. Payment of Certification Fee
PhP 50.00 per processed Tax Declaration
PhP 100.00 per Tax Map per Property
PhP 100.00 for Research per history of each Tax Declaration

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

This box shall be filled up by the office only.

RETURN / FOLLOW UP

Date of Request: _____

Processed by: _____

Follow up before SCHEDULED RELEASE DATE ON: _____

Control No.: _____ - 2024 - _____

at TEL No.: 8352-1000 loc 1307 and 1307

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

A-203

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!