



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)

✓ Lahat ng **naka-pula** ay **kailangan punan/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 nahinihiling at bilang (**quantity**) ng serbisyonghinihiling:

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 Quantity _____
- Property/No Property Holdings Quantity _____

Request for:

- No Improvement Quantity _____
- Previous Tax Declaration Quantity _____
- Others, please identify: _____

Barangay Location, For Declaration/Appraisal of Property only: _____

NOTE or INSTRUCTIONS, if any: This same form shall be used for declarations covered by Valenzuela City Ordinance No. 1247, Series of 2024. The Voluntary Declaration is until June 2025.

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	2025	: TIME
<i>This box shall be filled up by the office only</i>			
PROCESSING TIME			
FORM 101			
Control No.: _____ -2025-			
2025	:	2025	:
<i>Date Received</i>	<i>Time</i>	<i>Date Finalized</i>	<i>Time</i>
Instructions, if any : _____			



**SWORN STATEMENT OF THE TRUE CURRENT AND FAIR MARKET VALUE OF REAL PROPERTIES
(Taxable or Exempt)**

(Required under Section 202 & 203 of Republic Act No. 7160)

I, _____, of legal age, _____ and with postal address at _____, having been duly sworn in accordance with
(Full Name) (Age) (Full Postal Address)

Law hereby depose and say:

1. That I am the _____ of the following real properties (lands, buildings, machineries or other improvements) located in the City of Valenzuela City
(Declared Owner/Administrator/Authorized Representative)

Owned by _____ of which the description and true current and fair market value/s are as follows:
(Name of Owner/s filed by administrative or authorized representative)

- Notes: 1. Write "NEW" under column "Existing TD No." for property not previously declared.
2. Use or reprint Annex "A" if space provided is insufficient
3. You can print the form back-to-back

A. LAND (Residential, Commercial, Industrial, Agricultural, Special)

Existing TD No.	Lot No.	Block No.	Survey Cadastral/PLS. No.	Title No. (OCT or TCT)	Area(ha. /sq. m.)	Classification Residential(R), Agricultural(A), Commercial (C), Industrial(I) or Fishpond(F) Special (S)	Location of Property (St./Dist./Barangay)	Total Current and Fair Market Value

B. CONDOMINIUM

Existing TD No.	Unit No.	Floor No.	Condominium Certificate of Title (CCT) No.	Area (Sq. m.)	Classification (RACIS)	Condominium Building Name	Location of Property (St./Dist./Barangay)	Total Current and Fair Market Value

C. BUILDING AND OTHER STRUCTURES (including other Building Improvement or LEASEHOLD IMPROVEMENT)

Existing TD No.	Total Floor Area (Sq. M.)	No. of Storey	General Description	Year Completed/ Occupied	Actual Use (RACIS)	Owner of Lot Where Bldg. is Located	Location of Property (No./St./Dist./Barangay)	True Current and Fair Market Value

D. MACHINERY

Existing TD No.	Description	Date		Original Acquisition Cost	Cost of Installation on Site	Value of Depreciation	Location of Property (No./St./Dist./Barangay)	True Current and Fair Market Value
		Acquired	Commenced Operation					

2. That this true and current market value of the above-mentioned properties may govern in the determination of fair market valuation in case the properties are subjected to expropriation proceedings;

3. That I am executing this sworn statement in compliance with Republic Act No. 7160.

This same form shall be used for declarations covered by Valenzuela City Ordinance No. 1247, Series of 2024. The Voluntary Declaration is until June 2025.

IN WITNESS WHEREOF, I have hereto affixed my signature this ____ day of _____, 2025 at _____, if thumb marks require signatures of two (2) witnesses.
(Month) (Year) (Address)

Signature over printed Name

(Witness)

(Witness)

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2025, affiant exhibiting ID No. _____ issued on _____ at _____, Philippines.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2025.

Annex “A”

A. LAND (Residential, Commercial, Industrial, Agricultural, Special)

Existing TD No.	Lot No.	Block No.	Survey Cadastral/PLS. No.	Title No. (OCT or TCT)	Area (ha./sq. m.)	Classification (RACIFS)	Location of Property (St./Dist./Barangay)	Total Current and Fair Market Value

B. CONDOMINIUM

Existing TD No.	Unit No.	Floor No.	Condominium Certificate of Title (CCT) No.	Area (sq. m.)	Classification (RCIS)	Condominium Building Name	Location of Property (St./Dist./Barangay)	Total Current and Fair Market Value

C. BUILDING AND OTHER STRUCTURES (including other Building Improvement or LEASEHOLD IMPROVEMENT)

Existing TD No.	Total Floor Area (Sq. M.)	No. of Storey	General Description	Year Completed/ Occupied	Actual Use (RACIS)	Owner of Lot Where Bldg. is Located	Location of Property (No./St./Dist./Barangay)	True Current and Fair Market Value

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Existing TD No.	Description	Date		Original Acquisition Cost	Cost of Installation on Site	Value of Depreciation	Location of Property (No./St./Dist./Barangay)	True Current and Fair Market Value
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