



No. \_\_\_\_\_

## CLIENTS REQUEST FORM

### Declaration/Transfer of Ownership of Property Into Tax Declaration

Name of requesting party : \_\_\_\_\_

Address : \_\_\_\_\_

Mobile No. / Tel No. : \_\_\_\_\_

### REQUIREMENTS FOR TRANSFER OF TAX DECLARATION

*(Original & Xerox must be presented)*

- \_\_\_\_\_ 1. Original and two (2) photocopies of Owner's Duplicate Certificate of Title
- \_\_\_\_\_ 2. Real Property Tax Receipt for current year
- \_\_\_\_\_ 3. Transfer Tax Receipt
- \_\_\_\_\_ 4. CAR (BIR)
- \_\_\_\_\_ 5. Deed of Conveyance
- \_\_\_\_\_ 6. Two (2) photocopies of Approved Subdivision Plan (for subdivided properties)

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

Time: \_\_\_\_\_

Assigned to: \_\_\_\_\_

Released by: \_\_\_\_\_