

LAND TRANSACTION REQUIREMENTS:

A.) FOR NEW ISSUANCE OF TAX DECLARATION

1. Certification from DENR-CENRO at Malasag (Alienable & Disposable)
 2. Certification from Barangay Chairman where the lot is located.
 3. Affidavit of Adjoining Owners
 4. Affidavit of Ownership
 5. Sketch Plan
- } Under Oath (or duly notarized)
- Note: This is subject for ocular inspection with report of findings and recommendation by field inspector.
6. Certification from DENR, that said accretion is not covered by any kind of application.
 7. Certification from City Engineer's Office or City Planning & Development Office, that said lot is not covered by government project.

B.) FOR TRANSFER

1-A

1. Xerox/Photocopy of Title
Note: If title presented dated 2003 and below, require certified true copy of title.
2. Deed of Sale
Note: If Deed of Sale only as basis, it must be duly registered at the Register of Deeds
3. Deed of Exchange
4. Waiver of Rights
5. Affidavit of Quitclaim
6. Deed of Re-conveyance
7. Extra-Judicial Settlement
8. Extra-Judicial Partition with Sale
9. Affidavit of Sole Heir
10. Xerox copy of Official Receipt of transfer fee

1-B Latest payment of tax

1-C Sketch Plan or Subdivision Plan

1-D Copy of existing tax declaration

C.) FOR SEGREGATION

1. Title
2. Deed of Partition
3. Subdivision Plan
4. Latest payment of tax

D.) FOR RE-CLASSIFICATION

(Agricultural to Residential)

1. Certification from City Planning & Development Office
2. Xerox copy of tax declaration
3. Xerox copy of Official Receipt of latest payment of tax
4. Letter request signed by the owner and stating that owner is fully aware of increase in taxes, duly notarized or under oath.

E.) FOR RE-ASSESSMENT

1. Letter request duly notarized
2. Latest payment of tax
3. Xerox copy of tax declaration