



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF BATANGAS  
CITY GOVERNMENT OF TANAUAN

OFFICE OF THE CITY ASSESSOR

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**THIS OFFICE CONFORMS TO REPUBLIC  
ACT 10173**

**“DATA PRIVACY ACT OF 2012”**

**NO ISSUANCE OF PERTINENT DOCUMENTS  
WITHOUT CONSENT / AUTHORITY OF THE  
DECLARED OWNER / HEIRS**

**NOTICE:**

- **APPLICATION FOR ISSUANCE OF NEW TAX DECLARATION**

**CUT OFF:**

- **EVERY 20<sup>TH</sup> OF THE MONTH**

**NOTICE:**

- **DAILY CUT – OFF FOR RECEIVING OF TRANSFER AT 4:30PM**

**“REQUIREMENTS ON SECURING TAX DECLARATION, TAX MAP,  
AND CERTIFIED COPIES OF DOCUMENTS”**

- **VALID ID OF THE OWNER / REQUESTING PARTY**
- **IF THE REQUESTING PARTY IS NOT THE OWNER HE/SHE MUST SUBMIT SPA (SPECIAL POWER OF ATTORNEY) / AUTHORIZATION LETTER SIGNED BY THE REGISTERED OWNER WITH VALID ID'S OF BOTH THE OWNER AND THE AUTHORIZED PERSON.**
- **IN CASE THE REGISTERED OWNER IS DECEASED , EJS (EXTRA JUDICIAL SETTLEMENT) MUST BE PRESENTED.**