

# REQUIREMENTS

- Transfer of Ownership (1 Hour)
  1. Deed of Conveyance (Sale, Donation or Extra Judicial Partition)
  2. Title (Photocopy)
  3. Latest tax payment
  4. Transfer Fee
  5. Approved Subdivision plan if (segregation/subdivision)
  
- Segregation/Consolidation (Depending on the number of parcels)
  1. Approved Subdivision plan
  2. Title (Photocopy)
  3. Latest tax payment
  
- Certified True copy/certification (30 minutes)
  1. Secure payment from City Treasurer's Office
  2. Documentary stamp