Date:

**PROVINCIAL ASSESSOR’S OFFICE**

Vigan City

Ilocos Sur

Sir/Ma’am:

I have the honor to request from your good office for the: (please check type of transaction)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Annotation of Encumbrance |  | Declaration of New Untitled Land |
|  | Cancellation of Annotation |  | Declaration of New Titled Land |
|  | Cancellation of Tax Declaration/Demolished Building |  | Reclassification of Property |
|  | Certification of Landholdings |  | Revision Based on Title (Old or New) |
|  | Certification of No Property |  | Revision on Account of Correction of Error/Inadvertently Omitted/Tie-up |
|  | Certified Photocopy of Tax Declaration & Other Documents |  | Revision Based on Subdivision/Consolidation |
|  | Certification of Disposal of Records |  | Transfer |
|  | Declaration of New Building |  | Reassessment |
|  | Declaration of New Machinery |  | Others |

of the following Tax Declarations:

|  |  |  |
| --- | --- | --- |
| **Tax Declaration No.** | **Name of Owner** | **Location of Property** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

PURPOSE:

Relationship to the Declared Owner:

Very truly yours,

Signature Above Printed Name

Address:

Contact No.