

**OFFICE OF THE PROVINCIAL TREASURER**

**TRANSFER TAX REQUIREMENTS**

**One (1) set of ORIGINAL and one (1) set of PHOTOCOPY** of the following:

- Mode of Transfer/ Deed of Conveyance
- CAR- Certificate Authorizing Registration
- Land Title (if available)
- Tax Declaration
- Original Receipt/ Tax Clearance of latest RPT payment
- If representative- Special Power of Attorney (SPA)
- (If the SPA is executed abroad: Certification of the Philippine Consulate)
- Photocopy of ID- Principal and Representative
- Additional Requirements, as may be needed