
(Date)

HON. LOURDES S. CATAQUIZ

City Mayor
San Pedro, Laguna

Thru: SANGGUNIANG PANGLUNGSOD
San Pedro, Laguna

Dear Madam;

I/We would like to request your good office for the classification of my/our property located at _____, City of San Pedro, Laguna under TCT No. T-_____ and with a total area of _____ (_____) square meters from _____ to _____ lot.

Attached herewith are the photocopies of the following documents for your reference and guidance.

- Latest Real Property Tax
- Transfer Certificate of Title No. _____
- Tax Declaration No. _____
- Lot Plan
- Others: _____

Hoping for your favorable action regarding this matter.

Respectfully yours,

(Signature over Printed Name)

Lists of requirements for the land reclassification (3 sets stapled in individual long folder)

1. Letter requests for reclassification
2. Certified true copy of title
3. Recent copy of Tax Declaration
4. Recent tax receipt / tax clearance / deed of absolute sale
5. Certification from the assessor's office
6. SEC Registration - if the title is in the name of a corporation including its articles of Incorporation, By-Laws and latest annual corporate report
7. Location map / vicinity map duly signed by geodetic engineer - A3 size
8. Site zoning certification
9. Building or development plan - if there will be an improvement - bond size
10. Barangay Resolution interposing no objection.
11. Homeowner's Association Resolution interposing no objection in case the site is at a subdivision
12. Neighbors Consent
13. Locator Map w/ landmark - Bond Size

This serve as guidelines before final ratification of resolution / ordinance and approval for land reclassification.