



GUIDELINES FOR APPLICATION OF IDLE LAND TAX EXEMPTION **(as of January 18, 2024)**

I. Application and Assessment

a. Submission of Requirements

Address an email to the City Mayor and submit the following to the QC Food Security Task Force (QC-FSTF) **via email to fstf@quezoncity.gov.ph with the subject line: “(Name of Applicant) - Application for Waiver of Idle Land Tax”**

- 1.** Duly accomplished **AWILT**- Application for the Waiver of Idle Land Tax for Food Security (see Form1)
- 2.** **Latest photos of the property** (with or without plants and featuring area mostly described in AWILT)
- 3.** Copy of **any one** of the following documents:
 - **Land Title / CTC; or**
 - **Tax Declaration; or**
 - **Latest Real Property Tax (RPT) Official Receipts/ Tax Bill; as reference**

b. Assessment

- The FSTF secretariat will assess the **AWILT** and supporting documents.
- The FSTF will send an inspector/representative to validate the application and visit the garden/farm. Inspector it to submit a **FIELD INSPECTION & VALIDATION REPORT (FIVR)** with their corresponding recommendations.

c. Certification & Notice

- Based on FIVR, the FSTF will **issue Urban Agriculture Activity Certification** and submit it to The City Assessor's Office.
- The applicant will receive via email notice of approval of idle land tax exemption, notice of delisting or copy of tax declaration from the City Assessor's office. (COA will copy furnish the FSTF of this email notice)

II. Execution of Undertaking

- The City Assessor's Office will process the delisting.
- The Office of the City Treasurer, will release the tax bill to the applicant.

III. Termination of Exemption

- Should there be no agricultural activity within one (1) year, the exemption will be terminated.
- Early 15th of December the FSTF shall transmit to the City Assessor's Office a certification as to the LIST OF ILT EXEMPTIONS that has been issued for the year.



COVERING LETTER (SAMPLE)

(Date)

TO: Hon. Ma. Josefina G. Belmonte-Alimurung
Mayor, Quezon City & Chairperson, QC Food Security Task Force

THROUGH: Emmanuel Hugh F Velasco
Co-chairperson, QC Food Security Task Force

Atty. Sherry R. Gonzalvo
Head, City Assessors Office

Ms. Cristina Perez
Program Officer, Joy of Urban Farming

RE: Application Letter for Idle Land Tax Exemption

Dear Hon. Mayor Joy Belmonte-Alimurung

I, (name of owner), _____(age)____,_(status)____, of _____(home address)
_____ is the owner of a open lot that we have lent
to QC Urban Farmers and/or are using as an urban garden/farm, in support of our City's food
security program since ____ (start date of urban farm)____.

It is located at:

Lot Address: _____

Size: _____

In this regard, I would like to apply for Idle Land tax Exemption based on S. P. 2972, S-2020
- An ordinance amending section 11. Article VI of Ordinance No. SP 91, S-93, as amended,
otherwise known as the Quezon City Revenue Code of 1993, PROMOTING URBAN
AGRICULTURE BY GRANTING ADDITIONAL EXCEPTION FROM IDLE LAND TAX.

Attached are the following documents

(as stated in Part 1.A o the Guidelines)

Truly yours,

(Full name & signature)



Republic of the Philippines
Quezon City
Office of the City Mayor
Quezon City Food Security Task Force
6th Floor Main Building, City Hall Complex, Tel: (+632) 8988 4242 loc. 1207
Email: growqc@quezoncity.gov.ph



AWILT - Application for the Waiver of Idle Land Tax for Food Security (Form1)

DATE:			
NAME:			
ADDRESS:			
CONTACT NO.:			
TCT NO:		TOTAL LAND AREA (SQM):	
NAME ON TITLE:		TAX DECLARATION NO:	
Crops to planted:			

The applicant is the Registered owner Lessee Representative Urban Farmer
(Please check)

Applicant Name & Signature