

FORM – 001

_____ MUNICIPALITY / CORPORATION

APPLICATION FOR ASSESSMENT / RE-ASSESSMENT OF PROPERTY TAX

File No
(to be generated by CSC)

A. Owner Details:

Aadhar No.	Mobile No.	Owner Name	Gender	Email Address	Guardian Name (S/o, D/o, W/o)

B. Property Particulars:

1. Category of Ownership	Private []	State Govt. []	Central Govt. []
2. Property Type	Residential []	Non-Residential []	Mixed []
3. Apartment / Complex Name			
4. Door No. (In case of existing building)			
5. Assessment No. (In case of existing building)			
6. Locality			
7. Revenue Zone No.			
8. Revenue Ward No.			
9. Revenue Block No.			
10. Street No.			
11. Election Ward No.			
12. Property Address			
13. Pin Code			
14. Amenities :	1. Lift []		
	2. Toilets []		
	3. Water Tap []		
	4. Cable Connection []		
	5. Electricity []		
	6. Attached Bathroom []		
	7. Water Harvesting []		

C. Assessment Details :**i) Extent of Site (in Sq.mts):****ii) Floor-wise Details:**

Floor No.	Classification of the Building (*)	Nature of Usage (Residential/Non-Residential)	In case of NR, detailed usage (**)	Firm Name	Occupancy (Owner/Tenant)	Occupant Name	Construction date

Effective from Date	Length (in Meter)	Width (in Meter)	Plinth Area (in Sq.Mt.)	Building Plan Permission No.	Building Plan Permission date	Plinth Area in Building Plan

D. Documents:

i. Document Type	1. Patta Certificate (issued by Revenue Dept.) [] 2. Registered will deed [] 3. Un-registered will deed [] 4. Decree by Civil Court [] 5. Un-registered Documents / Notary Document [] 6. Registered Document []
ii. Certificate No. & Date (required only for patta certificate)	
iii. MRO Proceedings No. & Date (required only for patta certificate)	
iv. Deed No. & Date (required for Registered/Un-registered will deed)	
v. Testator and Witnesses Signed (required if Un-registered will deed)	
vi. Decree No. & Date (required for decree by civil court)	
vii. Name of Court (required for decree by civil court)	
viii. Document No. & Date (required for Registered Document)	

E. Enclosures:

- | | | |
|--|---|---|
| 1. Photo of Property / Land | [|] |
| 2. Building Permission copy | [|] |
| 3. Attested copies of Property Documents | | |
| i. Patta Certificate | [|] |
| ii. MRO Proceedings | [|] |
| iii. Will Deed | [|] |
| iv. Decree Document | [|] |
| v. Registered Document | [|] |
| 4. Two Non-Judicial Stamp papers of Rs.10 each | [|] |
| 5. Copy of Death Certificate / Succession Certificate / Legal Hair Certificate | [|] |
| 6. Any other document | [|] |

Applicant Undertaking:

I hereby declare that all the information mentioned above is true to my knowledge. In case of any discrepancies if arises I will be held responsible. Hence it is requested to assess my property.

Applicant

Office Use Only

I have verified the application and the enclosures and the application qualifies for further verification.

Name & Signature of the Receiver

Note:-

1. Classification of Building: (*)

RCC posh, RCC Ordinary, Madras Terrace, Mangalore Tiles, Country Tiles, AC or Zinc Sheet

2. Non-Residential detailed usage ()**

Shop, Shopping complex, Office, Bank, ATM, Hospital, Clinic, Dispensary, Lab, Educational Institute, Hostel, Gym, Star Hotel, Bar/Pub/Restaurant, Hotel, Guest House, Gowdown, Petrol Bunk, Industry, Cinema Theatre, Multi/group theatres, Function Hall, Any other usage (specify the usage)