

FORM – 002

_____ MUNICIPALITY /
CORPORATION

APPLICATION FOR ASSESSMENT / RE-ASSESSMENT OF VACANT LAND 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.Apartment / Complex Name			
3. Door No. (In case of existing building)			
4. Assessment No. (In case of existing building)			
5.Locality			
6.Revenue Zone No.			
7.Revenue Ward No.			
8.Revenue Block No.			
9.Street No.			
10.Election Ward No.			
11.Property Address			
12.Pin Code			

C. Vacant Land Details :

1.Survey No.	
2.Patta No.	
3.Vacant Land Area (in Sq.Mtr.)	
4.Market Value (per Sq.Mtr.)	
5.Document Value	
6.Effective date	
7.Surrounding Boundaries: North – East – West – South -	

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. Attested copies of Property Documents
 - i. Patta Certificate []
 - ii. MRO Proceedings []
 - iii. Will Deed []
 - iv. Decree Document []
 - v. Registered Document []
3. Two Non-Judicial Stamp papers of Rs.10 each []
4. Copy of Death Certificate / Succession Certificate / Legal Hair Certificate []
5. 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
