

MUNICIPALITY

PROPERTY TAX ASSESSMENT RETURN

Sl.No.

1.	Name of the Owner	<input style="width: 100%;" type="text"/>				
2.	Name of the Father/Husband	<input style="width: 100%;" type="text"/>				
3.	House No. (if already assessed)	<input style="width: 100%;" type="text"/>				
4.	Ward No.	<input style="width: 100%;" type="text"/>				
5.	Name of the Locality	<input style="width: 100%;" type="text"/>				
6.	Assessment NO If already assessed to property tax	<input style="width: 100%;" type="text"/>				
7.	Existing Tax per annum	<input style="width: 100%;" type="text"/>				
8.	Area of the site (Sq.Yards)	<input style="width: 100%;" type="text"/>				
9.	Own site/Government	<input style="width: 100%;" type="text"/>				
10.	Order No.& Date sanctioning building permission	<input style="width: 100%;" type="text"/>				
11.	Month and Year in which the construction of the building completed brought to usage	<input style="width: 100%;" type="text"/> Month	<input style="width: 100%;" type="text"/> Year			
12.	Nature of construction of building					
	RCC Posh	<input style="width: 50px;" type="text"/>	A.C./Zincsheet	<input style="width: 50px;" type="text"/>	Mangalore Tile	<input style="width: 50px;" type="text"/>
	RCC Ordinary	<input style="width: 50px;" type="text"/>	Madras Terrace	<input style="width: 50px;" type="text"/>	Country Tiles	<input style="width: 50px;" type="text"/>
	Flooring	<input style="width: 100px;" type="text"/>		Hut	<input style="width: 50px;" type="text"/>	
	Wood used:	Teak wood	<input style="width: 50px;" type="text"/>	Country Wood	<input style="width: 50px;" type="text"/>	
	Walls	<input style="width: 150px;" type="text"/>				

13. Amenities provide in the building

1. Electricity 2. Drinking Water Tap
3. Attached Bathrooms 4. Toilets
5. Whether Rain Water Harvesting Structure is arranged

Yes	No
-----	----

14. Details about usage of building

Name of the Occupier	Nature of Construction wise	Plinth area in Sq. Mtrs Floors	Usage of building	Age of the building in years
1	2	3	4	5
(a) Owner				
(b) Tenant				

- Note: 1. If the building is partly owner occupies and partly latout the above details are to be given separately in Col (14).
2. The above details are to be given in Square Meters separately in regard to nature of construction usage age of the building and plinth area

15. Documents to be enclosed:

1. Orders sanctioning the building permission along with a copy of plan Yes No
2. Documents showing the ownership title of the site or building / copy of documents Yes No
3. If for some reason or other the above documents are not available the Property Tax Assessment Form can be filed.

How to get Building Permission within 15 days

Emblem of Municipality

_____ Municipality

DECLARATION

Sri / Smt _____ Son / Wife _____ here by
declare that the information furnished above with reference to the provisions of Andhra Pradesh Act 1965 are true
to the best of my knowledge and I hereby confirm the same.

Date:

SIGNATURE

Name in (Block Letter)

RECEIPT

Serial No.

Property Tax assessment form filed by Sri/ Smt. _____
from locality _____ is received on _____ connected
Property Tax Special notice can be obtain from service centre of Muncipal Office between 2.00 PM and 5.00 PM
on date _____ duly producing this receipt.

SIGNATURE

Assistant Service Centre

----- **Municipality**

- Note :**
1. The applicant can contact the Municipal Commissioner, immediately if the special demand notice is not given as indicated above on the date fixed.
 2. Compensation will be paid @Rs.50/- per day for the delay caused and towards the valuable time lost by the applicant, if the special demand notice is not given as indicated above on the date fixed.