**MOST IMPORTANT**

**ATTENTION OF ALL THE M.Cs. IN THE STATE**

***THE FOLLOWING ARE THE PROFORMA MODEL FOR PROPERTY TAX ASSESMENT RETURN. TAKE ACTION AS PER THE INSTRUCTIONS ISSUED VIDE THIS OFFICE CIRCULAR ROC.NO.2556/2015-M1, DATED:04.04.2015 AND ALSO KEPT A COPY OF INITIATION TAKEN BY THE MUNICIPAL COMMISSIONER, SIDDIPET IN THIS REGARD.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**MUNICIPALITY**

**PROPERTY TAX ASSESSMENT RETURN**

**(See Chapter – 5 & Para – 5.17)**

**Sl. No.**

**1.** Name of the Owner

**2.** Name of the Father/Husband

1. House No. (if already assessed)
2. Ward No.
3. Name of the Locality
4. Assessment No.

(if already assessed to property tax)

1. Existing Tax per annum
2. Area of the site (sq. mts.)
3. Own site / Government Site
4. Order No. & Date sanctioning

Building permission

1. Month and Year in which the

Year

Month

Construction of the building is completed /

brought to usage

1. Nature of construction of building

RCC Posh A.C. /Zinc sheet Mangalore Tiles

RCC Ordinary Madras Terrace Country Tiles

Flooring Wood used: Teak Wood

Country Wood Walls

1. **Amenities provided in the building**

(i) Electricity (ii) Drinking Water Tap

(iii) Attached Bathrooms (iv) Toilets

No

Yes

(v) Whether Rain Water Harvesting structure is arranged

**14. Details about usage of Building**

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

**Note:** 1. If the building is partly owner occupied and partly let-out the above details are to be given separately

1. 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.

**Deviations if any:-**

Plinth Area Change of usage deviated Total Sq.Mts.

**Constructed more than permission taken (Sq. Mts)**

No. of Floors Residential Commercial

**Unauthorised Construction:**

No. of Floors Residential & Commercial Mixed usage

Total (Sq. Mtrs.)

**15. Documents to be enclosed:**

(i) orders sanctioning the building Yes No

permission along with a copy of plan

(ii) Documents showing the ownership title Yes No

of the site or building / copy of documents

(iii) Photos of existing building.

(iv) The property tax assessment return can be filed even if for some reason or other the above documents are not available.

**DECLARATION**

Sri / Smt. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Son / Wife \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

herewith declare that the information furnished above with reference to the provisions of Andhra Pradesh Municipalities Act, 1965 are true to the best of my knowledge and I hereby confirm the same.

Date:

SIGNATURE

Name (in Block Letters)

**RECEIPT**

Property Tax assessment return filed by Sri / Smt. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from locality \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is received on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Connected Property Tax Special notice can be obtained from service centre of Municipal office between 2.00 PM and 5.00 PM on (date) \_\_\_\_\_\_\_\_\_ duly producing this receipt.

SIGNATURE

Assistant, Service Centre

Note:1. The applicant can contact the Municipal Commissioner immediately if the special 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 notice is not given as indicated above on the date fixed.