

## GREATER HYDERABAD MUNICIPAL CORPORATION

### APPLICATION FOR ASSESSMENT / RE-ASSESSMENT OF PROPERTY TAX APPLICATION NO:TX 001

File No. ....  
(to be generated by CSC)

#### A. Applicant Particulars

1. Circle No.	
2. Name of the Applicant	
3. Father's / Husband Name	
4. Postal Address of the Applicant	
5. Contact (Mobile) No.	

#### B. Property Particulars

1.1 Address of the premises seeking assessment			
1.2 Locality			
1.3 Election Ward No			
1.4 Revenue Ward			
1.5 Whether the construction is	<input type="checkbox"/> Completed <input type="checkbox"/> Under construction		
<b>2. Description of Property:</b>			
2.1 Type of Property	2.2 Existing Property Tax (if any)		2.3 Building Permission No. and Date
<input type="checkbox"/> Private <input type="checkbox"/> Government	Assessment No	Door no	Half Yearly Tax Rs.
2.4 Plot No			2.5 Plot Area
<b>3. Plot registration particulars</b>			
3.1 Type of deed:	3.2 Date of registration:	3.3 Registration number:	3.4 Registered at
<b>4. Construction particulars</b>			
4.1 Date of completion			
4.2 Type of Roof	<input type="checkbox"/> RCC <input type="checkbox"/> AC/ Zinc Sheet <input type="checkbox"/> RCC ordinary <input type="checkbox"/> Madras Terrace <input type="checkbox"/> Mangalore Tiles <input type="checkbox"/> Country Tiles		
4.3 Type of flooring			
4.4 Type of wood			

4.5 Type of walls				
<b>5. Please enter the usage details</b>				
5.1 Residents Name	5.2 Floor-wise Occupancy	5.3 Total Plinth Area	5.4 Usage	5.5 Construction Completion Year
Name  (Usage by Owners)	Ground floor			
	1 <sup>st</sup> floor			
	2 <sup>nd</sup> Floor			
	3 <sup>rd</sup> Floor			
Name  (Usage by Tenants)				
<b>Existing tax particulars</b> (In case of re-assessment)				
a. PTI No :				
b. House No:				
c. Existing amount of Tax (half yearly):				
d. Tax paid up to:				
<b>List of Enclosures to be submitted with the application (for Assessment):</b>				
1. Copy of registered sale deed attested by gazetted officer.				
2. Copy of sanctioned plan				
3. Copy of occupancy certificate				
<b>List of Enclosures to be submitted with the application (for Re-Assessment):</b>				
1. Copy of Sanctioned plan				
2. Previous year tax receipt				
<b>Applicant Undertaking:</b>				
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.				
<b>Applicant</b>				

**Office Use Only**

I have verified the application and the enclosures and the application qualifies for further verification. Thereby it is requested to collect the processing fees of Rs. \_\_\_\_\_

**Service Centre Executive**