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Instruction for Entering Property Register- Form A

The Property Register Form A must be entered by collating the existing data available in the various registers, such as the DCB book and Assessment Register and Hand Book of the Tax Inspector, or the SAS form filled by the citizen. The tax inspector of the each ward has the custody of the Property Register of their respective ward. He/she shall be responsible for filling out the Property Register Form A.

At the end of this process, all the assessed properties and un-assessed properties, that have filed SAS forms, should be entered in the Property Register form.

1) Property Identification Details

Municipal number is the door number given by the municipality to the property. In some cases if the municipality does not allot a door number, use the postal address number used to deliver the mail or the khata number of the property.

In case of multi-storied apartment complexes, the municipal number will be the apartment complex number followed by the door number of the apartment. For example, the apartment is constructed on the property number 103 and the apartment number is D34, then the municipal number would be 103/D34.

2) Ownership Details

Ownership details will also be available in the assessment registers. If there are multiple owners, first enter the number of owners and please enter all of them in the subsequent rows of the appropriate column. The order entered does not matter. If more than three owners exist, the remaining owners can be added below by creating rows manually below the ownership details.

3) Occupier Details

If the occupier of the property is different from the owner such as tenant or a relative, please fill the occupier details in this column.

4) Property Classification

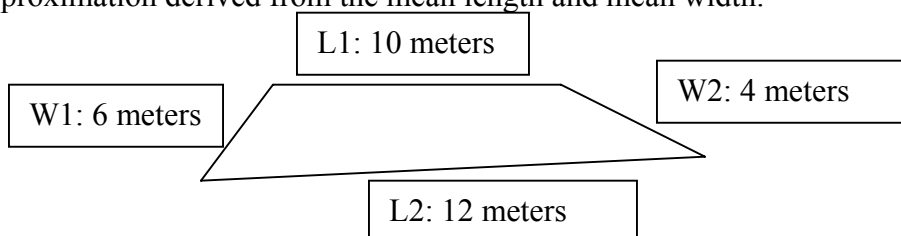
Pick only one of the choices presented. If none of the choices fits the property, then pick the “not specified” and specify. This data is usually available in the assessment registers. If the data is not available, the tax inspector may be aware of the property classification.

5) Property/Land Authorization

Select all that are applicable. This data may not be available in the assessment register but the tax inspector should be able to fill it from his/her experience.

6) Measurement of Property

Property measurements should be available in the assessment register. Please note that the details must be entered in meters; refer to the attached document for conversion from feet to meters. For irregular shaped properties enter the mean length and width of the property. See the figure below for an example of mean length and width calculation. If the accurate area of property is known please enter the accurate number rather the approximation derived from the mean length and mean width.



The **mean length** of the property: $(L1 + L2) / 2 = (10 + 12) / 2 = 11$ meters

The **mean width** of the property: $(B1 + B2) / 2 = (6 + 4) / 2 = 5$ meters

7) Building Details

Number of Floors =1 if only the ground floor is built up. Number of Floors = 2 if the ground and first floor built up, and so on. The basement or cellar is also considered a floor and is assigned a floor number of -1. The ground floor is assigned the floor number 0, the first floor and 1 and so on..

The “Type of Construction” and the “Use of Property” are listed as numbers. Please refer to Type of Construction and the Use of Property tables in the accompanying enumeration document. A separate entry in the table must be made for each of the floors. If the same floor has multiple uses of property and/or is both self and tenant occupied, a separate row is needed for each use and occupation.

Example 1: Three floor building with a basement and a commercial top floor.

Number of Floors

Floor Number	Built up area	Year of Const.	Type of Const.	Use of Property	Tenanted/Self-Occupied
-1	700	1995	1	1(Residential)	Self Occupied
0	995	1995	1	1(Residential)	Self Occupied
1	500	2000	2	2(Comm.)	Tenanted

Total Built up Area

Example 2: Two-floor building. The ground floor is used for commercial purposes and is partly self-occupied and partly tenanted. The first floor is used for residential purposes and is partly self-occupied and partly tenanted.

Number of Floors

Floor Number	Built up area	Year of Const.	Type of Const.	Use of Property	Tenanted/Self-Occupied
0	500	1995	1	2(Comm.)	Self Occupied
0	1000	1995	1	2(Comm.)	Tenanted
1	800	2000	2	1(Residential)	Self Occupied
1	700	2000	2	1(Residential)	Tenanted

Total Built up Area

The Number of Floors and the Total Built up Area may be available in the registers, however the data should also be available in the SAS forms. Please note that all areas are in sq. meters.

8) Property Tax

The Source of Demand can be:

- Fixed by the Municipality (ARV)
- Self-assessed by the Citizen (SAS).

Please fill the demand from both the sources and a cumulative arrears value, which is a single figure for all the past years till the time of filling the form.

9) Facilities Used

If the citizen is using the water provided by the municipality, enter “yes” for water facility and enter the water meter/tap number.