



Instruction for Entering Property Register- Form B

Property Register Form B will be used to enter property details such as new street names and property numbers, into the property register. It is part of a larger process described in “**Property Tax with GIS Process**” document.

Before filling in Property Register Form B, the following exercises should be complete.

1. The ward boundaries for all the wards in the city are mapped without ambiguity.
2. The blocks boundaries have been identified in the ward, and blocks are uniquely named and numbered.
3. All the streets in the block have been named according to the ‘Street Naming and Property Numbering Guidelines’. All streets also have been assigned a unique number (street ID) within the ward.
4. All the above details have been filled in the ‘Ward List’, ‘Block List’ and ‘Street List’ excel files.

Empty Forms B will be taken to the field by the survey team. The details will be entered in the empty form for all the properties in the ward whether the streets/properties are renumbered or not.

At the end of this process, all the properties - assessed and un-assessed - will be entered in the property register. The bill collector will then staple Form A for the assessed properties and Form B of the assessed properties together by matching the common fields, which are:

- Khata Number
- Survey Number
- Existing Street Name
- Existing Municipal Number

This is required to keep track of any changes made during the street naming/municipal numbering process.

1) Property Identification Details

The property identification details are organized into two different columns. The left hand side contains the new numbers assigned by the survey team and the right hand side contains the existing numbers. If the numbers have not changed, the assigned municipal number will be the same as the existing street number.

It is imperative that the survey team fills both the columns as the details for existing numbers will be used to match Form A.

Property ID will consist of “Ward ID- Block ID- Street ID – Municipal Number”

Example 1: In the case the survey team has changed the property and street names, the data will look like the following:

Property ID*	4-2-23-48	Khata Number*	1091/970/32
Ward Name*	Narsipura	Survey Number	58/2
Ward Number*	4	Existing Street Name*	5 th Main, NTI Layout
Block Name*	NTI Layout 1 st Block	Existing Municipal Number*	32
Block ID*	2		
Assigned Street Name*	13 th Main		
Street Number*	23		
Assigned Municipal Number*	48		

Example 2 In the case the survey team has NOT changed the property and street names, the data will look like the following:

Property ID*	4-2-23-32	Khata Number*	1091/970/32
Ward Name	Narsipura	Survey Number	58/2
Ward Number*	4	Existing Street Name*	5 th Main, NTI Layout
Block Name*	NTI Layout 1 st Block	Existing Municipal Number*	32
Block ID*	2		
Assigned Street Name*	5 th Main		
Street Number*	23		
Assigned Municipal Number*	32		

In the case of multi-storied apartments, the Assigned Municipal Number would be the number of the apartment complex followed by the door number of the apartment. For example, if the apartment is constructed on the property number 103, and the apartment number is D34, the Municipal number would be 103/D34.

2) Ownership Details

During the survey, please enter the name of all owners, as it will help in matching the corresponding Form A for assessed properties. This will allow for notices to be sent to the correct persons in case of un-assessed properties.

3) Property Classification

Pick only one of the choices presented. If none of the choices fits the property, then pick the “not specified” and specify.