



Property Register Format – Form A

1) Property Identification Details

Ward Name*		Ward Number*	
Khata Number*	Survey Number		
Existing Street Name			
Existing Municipal No*			

2) Ownership Details

Number of Owners*:				
No	First/Given Name*	Middle Name/Initials	Last Name/Surname*	Father/Mom/Husbands' Name
1.				
2.				
3.				

3) Occupier Details (If different from the owner)

No	First/Given Name	Middle Name/Initials	Last Name/Surname	Father/Mom/Husbands' Name
1.				
2.				
3.				

4) Property Classification (Pick only one) *

1	Vacant Site	2	Residential	3	Commercial
4	Both Res. & Comm.	5	Institutional	6	Industrial
7	Central Government	8	State Government	9	Municipal Government
10	Panchayat	11	Religious Institution	12	Monuments
13	Not Specified	Please specify:			

5) Property/Land Authorization (Pick all that are applicable) (To be filled by the Bill Collector)

1	Layout Approved by Auth.	2	Land Converted into Non-Agricultural (N/A)	3	Dev. Charge Paid
4	Bldg. Plan Approved	5	Land Notified for Acquisition	6	Land Encroached
7	Unauthorized Construction				

6) Measurement of Property*

Site: Length (in meters) Width (in meters) Area (in sq. meter)

7) Building Details

Number of Floors:

Floor Number	Built Up Area	Year of Const.	Type of Const.	Use of Property	Tenanted/Self-Occupied

Total Built up Area:

8) Property Tax*

Source of Demand	ARV	SAS
Present Demand		
Present Cess		
Arrears as on Date		

9) Facilities Used

Water Facility (provided by municipality) Yes/No?
Water Meter/Tap Number:

Comments:

Name: _____ **Signature:** _____ **Date:** _____