

Department of Urban Local Bodies, Haryana

MC

Proforma for Self Assessment of Property Tax

I hereby furnish the following details to the Municipal Corporation/ Council/ Committee _____ for the assessment year _____ to _____ as an obligation towards the self assessment of Property Tax as per the provisions of the Haryana Municipal Corporation Act, 1994/Haryana Municipal Act, 1973 and Property Tax notifications no.S.O. 85/HA.16/1994/S87/2013 and S.O. 86/HA.24/1973/S.69.2013 dated 11th October 2013.

Write Yes/ No in the boxes wherever given below

S#	General Details				
1	Property Address	Property/Flat/ House No.			Ward No.
		Sector/ Colony Name			
		City		Pin Code	
2	Property ID (if any)				
3	Residential <input type="checkbox"/>	If Yes, Sub-Type	House <input type="checkbox"/>	Flat <input type="checkbox"/>	
4	Commercial <input type="checkbox"/>	If Yes, Sub-Type	Shop <input type="checkbox"/>	Commercial Space <input type="checkbox"/>	
5	Institutional <input type="checkbox"/>	If Yes, Sub-Type	Comm. <input type="checkbox"/>	Non Comm. <input type="checkbox"/>	Educational <input type="checkbox"/>
6	Industrial <input type="checkbox"/>	7. Special Category <input type="checkbox"/> If Yes, Select Sub-Type below			
	a. Private Hospital <input type="checkbox"/>	If Yes, No. of Beds <input type="checkbox"/>	b. Marriage Palace <input type="checkbox"/>	c. Bank <input type="checkbox"/>	
	d. Cinema Hall: Stand Alone <input type="checkbox"/>	In Malls/ Multiplex <input type="checkbox"/>	e. Storage Godown <input type="checkbox"/>	f. Restaurant <input type="checkbox"/>	
	g. Grain Market/ Subzi mandi/ Timber Market/ Sub-Market Yard-Notified by HSAMB: Shop <input type="checkbox"/> Booth <input type="checkbox"/>		h. Hotel: Upto 3 star <input type="checkbox"/>	i. Club <input type="checkbox"/>	
			Above 3 star <input type="checkbox"/>	j. Private Office Building <input type="checkbox"/>	
	k. Other Institutions like stand-alone hostel, paying guest house etc <input type="checkbox"/>				
8	No. of Floors	Basement <input type="checkbox"/>	G.F. <input type="checkbox"/>	F.F. <input type="checkbox"/>	S.F. <input type="checkbox"/> T.F. <input type="checkbox"/>
9	Name of Owner / Name of Organization			10. Name of Contact Person	
11	Contact No.	(i) Landline	-	(ii) Mobile	+91 -
12	Email:				
13	Property Details				
14	Plot Status	Vacant <input type="checkbox"/>	Constructed <input type="checkbox"/>	15. Occupancy status	Self <input type="checkbox"/> Rented <input type="checkbox"/>
16	Size of Plot/ Land (Sq. Yd)				
17	Carpet Area (in case of Flats, Commercial Spaces, Spl. Cat.) (Sq. ft.)				
18	Rented Area (for Comm. Only) (Sq. ft/Sq. yd)				Sq. ft/ Sq. yd
19	Rebate Clause				
i	Religious properties <input type="checkbox"/>	Alm houses <input type="checkbox"/>	Municipal buildings <input type="checkbox"/>	Central or State govt. office <input type="checkbox"/>	
	Cremation/ Burial ground <input type="checkbox"/>	Orphanage <input type="checkbox"/>	Dharamshala <input type="checkbox"/>	Public Sector Undertaking <input type="checkbox"/>	
ii	Owner is a Defence/ Paramilitary Force personnel <input type="checkbox"/>		Ex-Service/ Paramilitary Force personnel or his/ her spouse <input type="checkbox"/>		
	Family of Deceased Soldiers/ Ex-Servicemen <input type="checkbox"/>		Ex-Central Paramilitary Force personnel <input type="checkbox"/>		
iii	Is property owned by Freedom Fighter or his/her spouse and War Widows <input type="checkbox"/>				
iv	Is plot used for horticulture/ agriculture purpose <input type="checkbox"/>				
20	Self-assessed Tax				(Rs.)
21	Floor Wise Property Tax Details				
	Floor	Area applicable for Property Tax	Rate applicable for Property Tax	Property Tax on the floor	
i	Basement				
ii	Ground Floor				
lii	First Floor				
iv	Second Floor				
v	Third Floor				
22	Total Property Tax Calculated for one year				

23	Year wise Assessment Details				
	Assessment Year	Total Property Tax	General Rebate	Special Rebate	Property Tax Payable
i	2010-11				
ii	2011-12				
iii	2012-13				
iv	2013-14				
24	Total Assessments				
25	Period of Settlement of Arrears (prior to Year 2009-10)		from	to	26. Arrear Amount
27	Fire Tax (@10% of property tax other than residential properties)				
28	Tax if already paid	G8 No. and Date (please attach proof)		Balance to be Paid/ Adjusted	
29	Total Amount Payable				
DECLARATION: It is certified that the particulars filled in this form are true and correct to the best of my knowledge, nothing has been concealed. I further declare that I shall be responsible for discrepancy as per provision made in the new property tax notification dated 11.10.2103 and Haryana Municipal Act, 1973/ Haryana Municipal Corporation Act, 1994.					
Place:			Signature of Property Owner		
Date :					

Guidelines for filling the Proforma for Self Assessment

- 1. Municipality:** Write the name of Municipality where the property tax has to be deposited.
- 2. Property Address:** Write the complete address of the property for which the property tax has to be deposited.
- 3. Type of Property:** Select the type of property for which the tax has to be deposited.
 - a). If the property is residential, please specify whether it is a flat or a house.
 - b). If the property is commercial, please specify whether the property is a shop or a commercial space.
 - c). If the property is institutional, please specify whether it is a commercial institution, a non-commercial institution or an educational institution.
 - d). If the property is industrial, please check the industrial property.
 - e). if the property belongs to any of the special categories which includes the Private hospitals, Marriage Palaces, Cinema Halls, HSAMB shops/ booths, Clubs, Hotels, Paying guest houses, Private office buildings and Restaurants, please check the special category and the respective type of property.
- 4. No. of Floors:** Specify the number of Floors occupied by the tax depositor (Owner).
- 5. Name of Owner/ Organization:** Write the name of the owner/ organization who owns the property for which tax has to be deposited.
- 6. Contact No. and Email:** Write the Contact No (Landline/ Mobile) and Email ID of the owner.
- 7. Plot status:** Clarify whether the Property is constructed/ vacant.
- 8. Occupancy Status:** Clarify whether Property is self owned by the owner or is rented.
- 9. Size of Plot:** Specify the size of the plot in Sq. Yd. If the property is a flat, commercial space or is one belonging to special category, specify the carpet area of the property in Sq. Ft. If the property is a commercial rented property, please specify the rented area in Sq. Ft. or in Sq. Yd.
- 10. Rebate Clause:** Specify any applicable rebate clause.
- 11. Property Tax:** Specify the self assessed property tax, fire tax and rebate if any chosen above.
- 12. Period of Settlement of Arrears and Arrear Amount:** Specify the period of arrear the tax payer want to settle, if any. The arrear should be calculated as per the new property tax policy and calculated amount should be specified by the payer in the column Arrear Amount
- 13. Total Amount:** The Total Taxable amount should be specified which should be as follows:

$$\text{Total Amount} = \{(\text{Property Tax} + \text{Fire Tax}) - \text{Rebate}\} + \text{Arrear Amount}$$
14. User should sign the declaration specifying the place of fulfillment of proforma and the date of filling