

10. Change of owner/ occupier in Property Tax Register (In death case)

1.	Name of the service	Change of owner/ occupier in Property Tax Register (in death case)
2.	Designated Officer	1. ZTO in the Municipal Corporation. 2. Superintendent Tax in Municipal Council. 3. Tax Clerk in the Municipal Committee.
3.	Documents to be enclosed with the request	1. Identity Proof of Applicant. 2. Ownership documents of deceased person. 3. Property tax receipt for current year (no property tax is pending on the unit). 4. Copy of will (Registered/Unregistered) 5. Legal Heir details along with affidavit regarding No dispute 6. In the case of non-availability of above documents all legal heir to provide an affidavit in favor transferee 7. Death certificate of deceased person 8. Copy of publication with notice of 30 days published in national newspapers
4.	Fee/ Charges (if applied six months after death)	Prescribed by respective ULB
5.	Timeline	45 days
6.	Procedure	<p><u>Apply on NDC Portal (ulbhryndc.org)</u></p> <p>1. Applicant submits Online application on https://ulbhryndc.org/ along with required scanned copy of documents. List of documents are mentioned above.</p> <p>2. The application will be verified by Maker along with documents.</p> <p>a. If application/documents are found correct.</p> <p>i. The application is forwarded to Checker.</p> <p>ii. Checker will verify the application and Approve.</p> <p>b. If any discrepancy is found in the application/documents,</p> <p>i. The application is rejected and details of deficiency observed is informed to the applicant.</p> <p>ii. Applicant resubmits the application.</p> <p>3. After approval, Name is updated in Record.</p>