

9. Change of owner/ occupier in Property Tax Register (Except in death case)

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| 1. | Name of the service | Change of owner/ occupier in Property Tax Register (Except in death case) |
| 2. | Designated Officer | <ol style="list-style-type: none"> 1. Zonal Taxation Officer in the Municipal Corporation. 2. Executive officer in Municipal Council. 3. Secretary in the Municipal Committee. |
| 3. | Documents to be enclosed with the request | <ol style="list-style-type: none"> 1. Sale deed/Conveyance deed, Transfer deed/Relinquishment deed/ release deed/Jamabandi/Farad, Allotment letter, re-allotment letter from any Govt. or semi Govt. Dept., Court decree (An affidavit or declaration regarding no court case is pending in any court), 2. Chain of ownership. 3. Identity Proof of Applicant. 4. Property tax receipt upto current year (no dues regarding property tax in respect of unit in question). |
| 4. | Fee/ Charges (if applied after three months of registered ownership document) | Prescribed by respective ULB |
| 5. | Timeline | 15 days |
| 6. | Procedure | <p><u>Apply on NDC Portal (ulbhryndc.org)</u></p> <ol style="list-style-type: none"> 1. Applicant submits Online application on https://ulbhryndc.org/ along with required scanned copy of documents. List of documents are mentioned above. 2. The application will be verified by Maker along with documents. <ol style="list-style-type: none"> a. If application/documents are found correct. <ol style="list-style-type: none"> i. The application is forwarded to Checker. ii. Checker will verify the application and Approve. b. If any discrepancy is found in the application/documents, <ol style="list-style-type: none"> i. The application is rejected and details of deficiency observed is informed to the applicant. ii. Applicant resubmits the application. 3. After approval, Name is updated in Record. |