

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	<ul style="list-style-type: none"> i. Identity Proof of Applicant (any one of the following documents): <ul style="list-style-type: none"> a. Aadhar Card, b. Pan Card, c. Parivar Pehchaan Patra, d. Passport, e. Driving Licence, f. Voter ID ii. Ownership documents of deceased person: <ul style="list-style-type: none"> a. Sale deed/conveyance deed b. Transfer deed/Relinquishment deed/release deed/Jamabandi/Farad, c. Allotment letter, re-allotment letter from any Govt. or semi Govt. Dept., d. Court decree (An affidavit or declaration regarding court decree no court case is pending in any court) iii. Registered un-registered will, Legal heir certificate along-with an affidavit regarding dispute and final will as per best knowledge of applicant. iv. In case of non-availability of any document mentioned at Sr. No. 3, all legal heirs will provide an affidavit in favour of transferee. v. Death certificate. vi. A publication with the notice of 30 days must be published in 02 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> <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.
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