

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

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. Any one of the below documents for proof of ownership: <ol 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) 2. Identity Proof of Applicant (any one of the following): <ol style="list-style-type: none"> a. Aadhar Card, b. Pan Card, c. Parivar Pehchaan Patra, d. Passport, e. Driving Licence, f. Voter ID 3. Additionally, in case of Legal Hair cases i.e. Varisan (Succession Cases) <ol style="list-style-type: none"> a. Legal Heir Certificate (Issued by Court or Tehsildar)
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.
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