



### FORM 3

[See rules 256 (3) (a) and (b) and 257 (1)]

## RETURN FOR ASSESSMENT/ OF PROPERTY TAX TO BE SUBMITTED BY THE TRANSFEROR / TRANSFEREE GREATER CHENNAI CORPORATION

Application Number:  
(to be filled by ULB)

1. Zone No.    Ward No.    Mobile Number	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
2. Building Plan A	
3. Property Tax Number	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
4. Name of the Owner (Mandatory)	
5. Name of the Occupier	
6. Address: Door Number Apartment Number Street Colony Name Locality or Area Name Pin Code Village Name Survey Number	
7. Communication Address (if different from the land, building, telecom tower, structure being assessed)	
8. Email address	
9. Building Plan Approval Number, if available Building Plan Approval Date, if available	
10. Existing Owner Name: Mobile Number : Email:	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
11 Name of the Transferee: Mobile Number: Email:	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
12. Nature of transaction (Sale/ Gift / Settlement / Will / Inheritance, etc.)	
13. Sale Consideration (Rs.) if applicable:	
14. Property Type:	<div><div>1. Residential</div><div>2. Non-Residential (includes shops, shopping complexes, cinema theatres, offices, banks, ATMs, hotels, restaurants, pubs, hostels, gyms, bars, parlours, hospitals, nursing homes, clinics, dispensaries, diagnostic labs, educational institutes, guest houses, lodges, clubs and other places of entertainment, marriage halls, community halls, and any other establishment that is non- residential in nature)</div><div>3. Mixed Usage (Part residential and part-non residential)</div><div>4. Vacant land</div><div>5. Any other category*</div><div><div>Specify</div></div><div>*The GCC may expand the list to include any other usage categories as per extant provisions of the Act and Rules</div></div>

15. Property Registration Particulars: (i) Registered Document No. (ii) Date of Registration (iii) Name of Sub. Registrar Office	
16. Bounded by: (North by)/South by) (East by)/West by)	
17. Name of the owner as per Revenue records of the GCC (Transferor):	
18. Name of the owner of the land, if it is owned by a different person and details of necessary documents (like lease deed, etc.,)	
19. Are there any arrear demand of property tax on the property transferred If yes, I. Property tax Paid up to : II. Receipt No. and Date:	
20. Indicate if there are any pending / ongoing court cases relating to the ownership of the property (if yes, mention details)	
<div>DECLARATION</div> <p>I .....hereby declare that the particulars furnished and the documents produced along with the application are and correct to the best of my knowledge. If any of the details and documents are found to be incorrect or false, understand that I will be liable for appropriate action as per the rules.</p> <p>Further, I declare that the above said property is not situated in any water body or waterways or water catchment area. I am aware that if the furnished information is wrong, legal action will be initiated against me.</p> <div><div>Name of Transferee:</div><div>Signature of the applicant</div><div>Correspondence Address :</div><div>Date: <div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div></div>	
<div>Documents to be submitted by the applicant:</div> <div><div>1. Copy of the receipt for upto date payment of property tax and arrears along with the original property tax demand book or card</div><div>2. Copy of the documents which confer the title of the property on the Transferee. The transferee would also be required to produce the original documents before the assessor at the time of enquiry or verification, if required.</div><div>3. Encumbrance Certificate from the Registrar's Office</div><div>4. In case of transfer request by inheritance, the applicant is required to submit Death Certificate and Legal Heir Certificate.</div></div>	
<div>Note:</div> <div><div>1. The application should be submitted within three months from the date of registration of the title deed in case of transfer of property or within one year in case of inheritance</div><div>2. If the particulars furnished and the documents produced are found to be correct, Transfer Order will be issued within fifteen working days from the date of receipt of application.</div></div>	

This Property may be transferred to .....  
.....

Assessor

A.R.O