



FORM 1

[See rules 256 (1) (2) and (5) and 257 (1)]

**RETURN FOR ASSESSMENT OF PROPERTY TAX
GREATER CHENNAI CORPORATION**

1. Zone No. Ward No . Mobile Number Name of the Owner (Mandatory)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
2. Name of the Owner/Occupier	
3. Address: Door Number / Street Name Apartment Number Colony Name Locality or Area Name Pin Code	
4. Communication Address (if different from address of the land, building, telecom tower, storage structure being assessed)	
5. Email address	
6. Building Plan Approval Number, if available	
7. Building Plan Approval Date, if available	
8. Type of Land, Building, Structure or Tower	Independent Building <input type="checkbox"/> Residential Flat <input type="checkbox"/> Telecommunication Tower <input type="checkbox"/> Storage Structure <input type="checkbox"/> Vacant Land <input type="checkbox"/>
9. Ownership of land	Central Government <input type="checkbox"/> Private <input type="checkbox"/> State Government <input type="checkbox"/> Municipal Corporation <input type="checkbox"/>
10. Ownership of building/structure/tower	Central Government <input type="checkbox"/> Private <input type="checkbox"/> State Government <input type="checkbox"/> Municipal Corporation <input type="checkbox"/>
For Independent Building/Vacant Land/Structure: 11. Plot Area/ Extent of land (in sq.ft.): 12.Total Plinth Area also referred as Covered Built-up Area (in sq.ft.):	
13. For Flats 1. Total built-up area of flat including Covered common area & parking area (in sq.ft.) 2. Total Land Extent 3. Undivided share of Land
14 Document No / Date: Sub – Registrar Office	
15. Usage:	Residential 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 institution, guest houses, lodges, clubs and other places of entertainment, marriage halls, community halls, and any other establishment that is non- residential in nature) Industrial Unit (includes factories with a valid Factory License only - DISH) Mixed Usage (Part residential and part non - residential) Telecommunication Tower Storage Structure (in case of underground petrol/fuel storage) a) Vacant land b) Any other category * <input type="text"/> Specify * The GCC may expand the list to include any other usage categories as per extant provisions of the Act and Rules
16. Construction Type:	Permanent <input type="checkbox"/> Semi-permanent <input type="checkbox"/>

17. Building/Structure Measurements (in sq.ft.) as per table below:						
Floor / Nature of Construction	Total Plinth area		Residential Portion		Commercial Portion #	
	Permanent (P)	Semi-Permanent (SP)	Permanent (P)	Semi-Permanent (SP)	Permanent (P)	Semi-Permanent (SP)
Basement						
GroundFloor						
I Floor						
II Floor						
III Floor						
IV Floor						
Others Floors*						
Head Room						
Lift Room						
Total (sq.ft.)						
# 'Commercial' includes non-residential, industrial, storage structures usage types Details to be given separately						
18. Lease deed agreement details (To be filled in case of telecommunication towers) Deed Registration No : Date : SRO :			Details of land/building where tower is erected: Property tax Assessment No. Floor Location (in case tower is erected on building) Date of Erection: Area of land occupied (in sq.ft.): Date of lease deed agreement: Period of the rental agreement: Name of Service provider: Monthly rent as per the agreement (in Rs.):			
19. Date of completion of construction						
20. Date of occupation						
DECLARATION						
I..... hereby declare that the particulars furnished above are true and correct to the best of my knowledge.						
I further 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.						
Place: Date: <input type="text"/>			Signature (Applicant)			
Note: The applicant is required to submit the following documents along with the duly filled- in application:--						
<ol style="list-style-type: none"> Copy of the title deed/registered property documents and other related documents Copy of the approved building plan, if available Copy of construction completion certificate, if available Copy of the current lease deed agreement (applicable in case of telecommunication towers) Any other documents to support the application 						
For Official Use Working Sheet: Tax Calculation						
(Copy of the computation sheet to be given to the assessee)						
Annual Value of Land, Building, Storage Structure or Telecommunication Tower (In Rs.):						
General Purpose Tax: %						
Education tax: %						
Library cess: %						
Grand Total (in Rs.):						
Assigned Property Tax Number Half-yearly tax due (in Rs.) Notice date						
** Provisions related to water tax and sewerage tax shall not apply to any municipality to which the Chennai Metropolitan Water Supply and Sewerage Act, 1978 applies						
This property may be assessed with effect from by cancelling the existing assessment, <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> due to Demolition and reconstruction / Sub Division Amalgamations, (if applicable)						
Assessor		Assistant Revenue Officer		Zonal Officer		City Revenue Officer