



**FORM 2**  
[See rules 256 (2) and 257 (1)]  
**RETURN FOR REASSESSMENT OF PROPERTY TAX**  
**GREATER CHENNAI CORPORATION**

1. Zone No.	Ward No.	Mobile Number	<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. Property Tax Number											
3. Name of the Owner (Mandatory)											
4. Name of the Occupier											
5. Address:											
6. Communication Address (if different from the land, building, telecom tower, structure being assessed)											
7. Email address											
8. Building Plan Approval Number, if available											
9. Building Plan Approval Date, if available											
10. Ownership of Land			Central Government	<input type="checkbox"/>	Private	<input type="checkbox"/>					
			State Government	<input type="checkbox"/>	Municipal Corporation	<input type="checkbox"/>					
11. Ownership of Building, Land, Tower or Structure			Central Government	<input type="checkbox"/>	Private	<input type="checkbox"/>					
			State Government	<input type="checkbox"/>	Municipal Corporation	<input type="checkbox"/>					
<b>For Independent Building/Vacant Land/ Structure:</b>											
12. Plot Area/Extent of Land(in sq.ft):											
13. Total plinth area also referred as Covered Built-up Area (in sq.ft):											
14. 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			.....								
15. Document No/ Date											
Sub – Registrar Office											
16. Usage			(a) Residential (b) 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) (c) Industrial Unit (includes factories factories with a valid Factory License (DISH Only) (d) Mixed Usage (Part residential and part non - residential) (e) Telecommunication Tower (f) Storage Structure (in case of underground petrol/fuel storage) (g) Vacant land (h) Any other category <div style="border: 1px solid black; width: 200px; height: 20px; margin-left: 20px; margin-top: 5px;">Specify</div>								
			* The GCC may expand the list to include any other usage categories as per extant provisions of the Act and Rule								
17. Construction Type			Permanent	<input type="checkbox"/>	Semi-permanent	<input type="checkbox"/>					
18. Building/Structure Measurements (in sq.ft.) as per table below:											
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											
OthersFloors*											
Head Room											
Lift Room											
Total (sq.ft.)											

19. Building/Structure Measurements before Additions/Alteration (in sq.ft.):						
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						
Ground Floor						
I Floor						
II Floor						
III Floor						
IV Floor						
Others Floors*						
Head Room						
Lift Room						
Total (sq.ft.)						
* Details to be given separately # Commercial portion includes non-residential, industrial and storage structures usage types						
20. Lease deed agreement details (To be filled in case of telecommunication towers)			(a) Details of land/building where tower is erected: (b) Floor Location (in case tower is erected onbuilding): (c) Date of Erection: (d) Area of land occupied (in sq.ft.): (e) Date of lease deed agreement: (f) Period of the agreement: (g) Name of Service provider: (h) Monthly rent as per agreement (in Rs.):			
21. Date on which reconstruction/alteration completed						
22. Existing tax particulars			1. Existing half-yearly tax Rs: 2. Tax paid up to:			
<b>DECLARATION</b>						
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:			Signature of the Applicant			
Date: <input type="text"/>						
<b>Note: The applicant is required to submit the following documents along with duly filled-in application:</b>						
1. Copy of the title deed/registered property documents and other related documents 2. Copy of the approved building plan, if available 3. Copy of construction completion certificate, if available 4. Copy of the current lease deed agreement (applicable in case of telecommunication towers)						
<b>For Official Use Working Sheet: Tax Calculation</b>						
(Copy of the computation sheet to be given to the assessee):						
Annual Value of Land, Building, Storage Structure or Telecommunication Towers:						
General Purpose Tax %						
Education tax %						
Library cess %						
Grand Total (in Rs.):						
Existing 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 modified with effect from .....						
Assessor		Assistant Revenue Officer		Zonal Officer		City Revenue Officer