
GOVERNMENT NOTICE

DEPARTMENT OF PROVINCIAL AND LOCAL GOVERNMENT

No. R. 1036

18 October 2006

LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT NO. 6 OF 2004): THE MUNICIPAL PROPERTY RATES REGULATIONS, 2006

Under section 83 of the Local Government: Municipal Property Rates Act, 2004 (Act No.6 of 2004), I, Fholisani Sydney Mufamadi, hereby **make** the regulations in the Schedule.

F.S. MUFAMADI
MINISTER FOR PROVINCIAL AND LOCAL GOVERNMENT

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CHAPTER 1

INTERPRETATION

Definitions

1. In these regulations, a word or expression to which a meaning has been assigned in the Act, has that meaning, and unless the context indicates otherwise, -
 - “**Act**” means the Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004);
 - “**appellant**” means any person who has lodged an objection in terms of section 54 (1) of the Act;
 - “**concerned parties**” means the municipal valuer, the relevant municipality, the owner of the property if he or she is not the appellant, and any objector to a valuation roll regarding the property in question;
 - “**mayor**”
 - (a) in relation to a municipality with an executive mayor means a councillor elected as an executive mayor in terms of section 55 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);
 - (b) in relation to a municipality with an executive committee means a councillor elected as a mayor of a municipality in terms of section 48 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);
 - “**record**” means the written decision of the valuation appeal board; and
 - “**special valuer**” means a person designated as a special valuer in terms of section 43(5) of the Act.

CHAPTER 2

THE FORMAT OF A VALUATION ROLL AND SUPPLEMENTARY VALUATION ROLL

Format of the valuation roll and supplementary valuation roll

2 (1) A municipal valuer must use the format contained in Annexure 1 in compiling the valuation roll or supplementary valuation roll.

(2) A sectional title scheme must appear at the end of a valuation roll or supplementary valuation roll in alphabetical order according to scheme name.

(3) The minimum information that must be at the last page of the valuation roll or supplementary valuation roll must be in the format as contained in Annexure 2.

CHAPTER 3

SUBMISSION OF A VALUATION ROLL AND SUPPLEMENTARY VALUATION ROLL TO THE MUNICIPAL MANAGER.

Period of submission of valuation roll or supplementary valuation roll

3. (1) The period for the submission of the valuation roll as contemplated in section 34(d) of the Act is five months before the effective date of such a valuation roll.

(2) The period for the submission of the supplementary valuation roll as contemplated in section 78(2) is three months before the effective date of such supplementary valuation roll.

CHAPTER 4

THE CONTENT AND FORMAT OF A PUBLIC NOTICE CALLING FOR INSPECTION OF A VALUATION ROLL AND SUPPLEMENTARY VALUATION ROLL AND LODGING OF OBJECTIONS

A public notice calling for inspection of the valuation roll or supplementary valuation roll and lodging of objections

4. (1) A notice contemplated in section 49 read together with section 78(2) of the Act must include at least the following minimum information:

- (a) name of a municipality;
- (b) location where the valuation roll or supplementary valuation roll may be inspected;
- (c) duration for inspection of the valuation roll or supplementary valuation roll and lodging of objections;
- (d) location where objection forms can be obtained from and submitted to after completion;
- (e) full names of the municipal manager; and
- (f) contact details for making enquiries.

(2) A notice contemplated in sub regulation (1) must be in the format as contained in Annexure 3.

CHAPTER 5

THE CONTENT AND FORMAT OF THE FORM FOR LODGING AN OBJECTION(S) REGARDING MATTERS PERTAINING TO A SPECIFIC PROPERTY IN RESPECT OF A VALUATION ROLL OR SUPPLEMENTARY VALUATION ROLL

The manner of lodging an objection

5. (1) The manner of lodging an objection must be in the format as contained in Annexure 4.

CHAPTER 6

THE CONTENT AND FORMAT OF THE FORM FOR LODGING AN APPEAL TO THE VALUATION APPEAL BOARD AGAINST THE DECISION OF A MUNICIPAL VALUER REGARDING MATTERS PERTAINING TO A SPECIFIC PROPERTY IN RESPECT OF A VALUATION ROLL OR SUPPLEMENTARY VALUATION ROLL

The manner of lodging an appeal

6. (1) The manner of lodging an appeal to the valuation appeal board against the decision of a municipal valuer regarding matters pertaining to a specific property in the valuation roll or supplementary valuation roll of a municipality must be in accordance with the format as contained in Annexure 5.

(2) A municipal manager must assist the Appellant with the lodging of the appeal if the Appellant is unable to read or write.

CHAPTER 7

NORMS AND STANDARDS FOR THE APPOINTMENT OF MEMBERS OF VALUATION APPEAL BOARDS AND COMMITTEE MEMBERS OF VALUATION APPEAL BOARDS

Norms and standards for the appointment of members of valuation appeal boards and their committees

7. (1) An MEC for local government in a province must, before he or she appoints members of a valuation appeal board consult with the relevant mayors of those municipalities for the area or areas of jurisdiction in which the valuation board is to be established, on the proposed appointment of members of a valuation appeal board.

(2) The valuation appeal board, after obtaining authorisation from the MEC for local government in a province to establish a valuation appeal board committee, must consult with the relevant mayors of those municipalities in which the appeal boards have been established, on the proposed appointment of the members of the committee.

(3) (a) Members of valuation appeal boards should as far as possible be appointed from within the jurisdiction of the municipalities which the valuation appeal board will serve and if this is not possible, from within the jurisdiction of neighbouring municipalities even if one municipality falls within the jurisdiction of another province.

(b) In appointing members of the valuation appeal board who do not reside within the jurisdiction of the municipality where the appeal board is established, due care should be given to distances members will travel to and from their homes to hear appeal cases.

(c) Prior appointing a member who does not reside within the jurisdiction of a municipality where the appeal board is established, an MEC must provide the mayor of the affected municipality or municipalities with a full written motivation. Each such mayor shall have 30 days within which to make any

comment and the MEC shall take all such comments into account in making final appointments.

(4) Sub regulations (3)(a), (b) and (c) similarly apply to the appointment of members of a committee of valuation appeal boards by valuation appeal boards as envisaged in section 71 of the Act. In this context the word 'MEC' must be replaced with the word 'chairperson of a valuation appeal board'.

CHAPTER 8

INTERNAL PROCEDURES OF THE VALUATION APPEAL BOARD TO DISPOSE OF APPEALS AND REVIEWS

The internal procedures a valuation appeal board must follow to dispose of appeals and reviews are as follows:

8. (1) The chairperson of the valuation appeal board must convene a hearing within 60 days of receipt of an appeal.

(2) The chairperson of a valuation appeal board must at least **21** days prior the hearing of the matter inform all concerned parties, members of the appeal board including the Appellant in writing of the date and venue of such hearing of the appeal.

(3) The proceedings of the valuation appeal board meetings must be recorded and the records must be kept safe in terms of the applicable archive prescripts in the offices of the municipality whose valuation roll or supplementary valuation roll is under consideration by the valuation appeal board.

(4) The municipal manager is responsible for the safe keeping of the records referred to in subregulation (3).

(5) Each appellant and all concerned parties shall within 30 days from the last day of hearing of the appeal, be advised in writing of the valuation appeal board's decision on the appeal, by the valuation appeal board.

(6) The chairperson of the valuation appeal board must give reasons for

the decision taken by the valuation appeal board within 30 days of such request at no cost to the Appellant or any concerned party.

CHAPTER 9

INTEREST TO BE CHARGED ON THE AMOUNT DUE FOR RATES PAYABLE BY OR TO BE REFUNDED TO THE RATEPAYER AS A RESULT OF ADJUSTMENTS OR ADDITIONS TO THE VALUATION ROLL OR SUPPLEMENTARY VALUATION ROLL

Interest rate to be applied

9. **(1)** The interest rate referred to in section 55(2)(b) of the Act is prime rate levied by the bank at which the primary account of the municipality in question is kept, plus 1%, as at the date of calculation by the municipal manager in terms of the Act

(2) The municipal manager must use simple interest and must determine the monthly interest rate by dividing the prime rate plus 1% by 12 to get the monthly interest rate to be applied to the amount due for rates payable by or to be refunded to the ratepayer.

CHAPTER 10

THE DECLARATION BY MUNICIPAL VALUER OR ASSISTANT MUNICIPAL VALUER OR SPECIAL VALUER OR A MEMBER OF A VALUATION APPEAL BOARD OR ITS COMMITTEE BEFORE THE COMMISSIONER OF OATHS REGARDING PERFORMANCE OF OFFICE

Timeframe for submission of the declaration and format of the declaration

10 **(1)** The declaration as envisaged in section 40 read together with section 43(5) of the Act by a municipal valuer or an assistant municipal valuer or special valuer must be in the format set out in Annexure 6.

(2) The declaration referred to in subregulation (1) must be lodged with the municipal manager within 30 days of designation, but before assumption of duty.

(3) The declaration by a member of a valuation appeal board must be lodged with the office of the MEC for local government within 30 days of appointment, but before assumption of duty.

(4) The declaration by a member of committee of a valuation appeal board must be lodged with the chairperson of the valuation appeal board within 30 days of appointment, but before assumption of duty.

(5) The declarations referred to in subregulation (3) and (4) must be in the format set out in Annexure 7.

(6) The declarations referred to in sub regulations (1) and (5) must contain at least the following minimum information: -

(a) full names of a municipal valuer or member of valuation appeal board or its Committee whichever is applicable;

(b) identity number of a municipal valuer or member of valuation appeal board or its Committee whichever is applicable;

(c) name of municipality or valuation appeal board whichever is applicable;

(d) period of validity of authorisation;

(e) signature of municipal valuer or member of valuation appeal board or its Committee whichever is applicable and date;

(f) Commissioner of Oaths (full names); and

(g) signature of Commissioner of Oaths and date.

CHAPTER 11

CONTENT AND FORMAT OF THE IDENTITY CARD FOR ENTERING INTO PROPERTIES AND INSPECTION THEREOF

Identity card

11. (1) An identity card contemplated in section 41(2) of the Act must be in the format contained in Annexure 8.

(2) An identity card contemplated in section 72(3) of the Act must be in the format contained in Annexure 9.

Short title

12. These regulations are called the Municipal Property Rates Regulations, 2006.

ANNEXURE 1**Format of the valuation roll and supplementary valuation roll**

NAME OF MUNICIPALITY _____

Page number _____

Valuation roll/Supplementary valuation roll* for the period _____
to _____ for the _____ Municipality.

* *Delete whichever is not applicable.*

Name of Geographical Area: _____

Particulars in respect of each probe						
a	b	c	d	e	f	g
Registered or other description of the property	Full names of owner	Category determined in terms of section 8 of the Act in which the property falls	Physical address of the property	Extent of the property	Market value of the property if the property was valued	Any other prescribed particulars

Name of Sectional Title Scheme: _____ Scheme No _____

a	b	c	d	e	f	g
Registered or other description of the unit	Full names of owner	Category determined in terms of section 8 of the Act in which the property falls	Flat or door number	Extent of the unit	Market value of the property if the property was valued	Any other prescribed particulars

ANNEXURE 2

The following minimum information must be on the last page of the valuation roll and supplementary valuation roll:

**CERTIFICATION BY MUNICIPAL VALUER AS CONTEMPLATED
IN SECTION 34(c) OF THE ACT**

I, _____, Identity Number
_____ do certify that I have, in accordance with the provisions of the Local Government: Municipal Property Rates Act, **2004** (Act No.6 of **2004**), hereinafter referred to as the "Act", to the best of my skills and knowledge and without fear, favour or prejudice, prepared the valuation roll/supplementary valuation roll* for _____ Municipality in terms of the provisions of the Act. In the discharge of my duties as municipal valuer I have complied with sections 43 and **44** of the Act.

** Delete whichever is not applicable.*

Certified at _____ this-day of _____ 2 _____ (year)

Professional Registration Number with the South African Council
for the Property Valuers Profession: _____

Category of Professional Registration: _____

Signature of Municipal Valuer

ANNEXURE 3

The format of the public notice calling for inspection of the valuation roll or supplementary valuation roll must be as follows:

NAME OF MUNICIPALITY**PUBLIC NOTICE CALLING FOR INSPECTION OF VALUATION ROLL/SUPPLEMENTARY VALUATION ROLL AND LODGING OF OBJECTIONS***

Notice is hereby given in terms of Section 49 (1)(a)(i) read together with section 78(2)* of the Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004), hereinafter referred to as the "Act", that the valuation roll/supplementary valuation roll for the financial years/year* _____ is open for public inspection at _____ from _____ to _____. In addition the valuation roll/supplementary valuation roll is available at website www.

An invitation is hereby made in terms of section 49(1)(a)(ii) read together with section 78(2)* of the Act that any owner of property or other person who so desires should lodge an objection with the municipal manager in respect of any matter reflected in, or omitted from, the valuation/supplementary valuation roll* within the above-mentioned period.

Attention is specifically drawn to the fact that in terms of section 50(2) of the Act an objection must be in relation to a specific individual property and not against the valuation roll/supplementary valuation roll* as such.

The form for the lodging of an objection is obtainable at the following address _____ or website _____

The completed forms must be returned to the following address _____

For enquiries please telephone _____ or email _____

Municipal Manager

Signature

Date

**Delete whichever is not applicable*

ANNEXURE 4

The format below contains minimum information to be captured for lodging an objection(s) regarding matters pertaining to a specific property in the valuation roll or supplementary valuation roll of a municipality

FORM A: RESIDENTIAL (FULL TITLE AND SECTIONAL TITLE USED FOR RESIDENTIAL PURPOSES)

OBJECTION NO.

THE MUNICIPAL MANAGER
 _____ Municipality

LODGING OF AN OBJECTION AGAINST A MATTER REFLECTED IN OR OMITTED FROM THE VALUATION ROLL/SUPPLEMENTARY VALUATION ROLL FOR THE PERIOD 1 JULY TO 30 JUNE

***Delete whichever is not applicable**

(COMPLETE A SEPARATE FORM FOR EACH ENTRY OBJECTED TO)

ERF/UNIT NO. SUBURB/ SCHEME NAME

SECTION 1: OBJECTOR INFORMATION

1.1 OBJECTOR IS THE OWNER

IDENTITY NO. COMPANY OR C.C. REGISTRATION NO.

PHYSICAL ADDRESS OF OWNER CODE

POSTAL ADDRESS OF OWNER CODE

TELEPHONE NO.: HOME () WORK ()

CELL FAX NO. ()

E-MAIL ADDRESS

1.2 OBJECTOR IS NOT THE OWNER OR MUNICIPALITY IS THE OBJECTOR

NAME OF OBJECTOR:

IDENTITY NO. COMPANY OR C.C. REGISTRATION NO.

POSTAL ADDRESS OF OBJECTOR CODE

TELEPHONE NO.: HOME () WORK ()

CELL FAX NO. ()

E-MAIL ADDRESS

STATUS OF OBJECTOR (e.g. Tenant, Pending Purchaser, Municipality etc)

1.3 AUTHORISED REPRESENTATIVE OF THE OBJECTOR

NAME OF REPRESENTATIVE:

POSTAL ADDRESS CODE

TELEPHONE NO.: HOME () WORK ()

CELL FAX NO. ()

E-MAIL ADDRESS

* IF A REPRESENTATIVE IS APPOINTED, PROOF OF AUTHORISATION MUST BE ATTACHED
 Complete: Erf/Unit No Area/Scheme Name

PLEASE COMPLETE THE BOTTOM OF EACH PAGE

FORM A RESIDENTIAL (FULL TITLE AND SECTIONAL TITLE USED FOR RESIDENTIAL PURPOSES)

SECTION 2: PROPERN DETAILS (FOR SECTIONAL TITLES SEE SECTION 4)

PHYSICAL ADDRESS CODE

EXTENT OF PROPERTY m²

MUNICIPAL ACCOUNT NO. (If available)

NAME OF BOND HOLDER	REGISTERED AMOUNT OF BOND
<input type="text"/>	<input type="text"/>

(If applicable)

SERVITUDE NO.	<input type="text"/>	AFFECTED AREA	<input type="text"/> m ²
IN FAVOUR OF	<input type="text"/>		
FOR WHAT PURPOSE	<input type="text"/>		

WAS COMPENSATION PAID IF YES:-

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

DATE OF PAYMENT AMOUNT R

SECTION 3: DESCRIPTION OF RESIDENTIAL DWELLING (FOR SECTIONAL TITLES SEE SECTION 4)
(INDICATE NUMBER OR STATE YES/NO IN APPROPRIATE BOX)

MAIN DWELLING

NO. OF BEDROOMS	<input type="text"/>	NO. OF BATHROOMS	<input type="text"/>	KITCHEN	<input type="text"/>	LOUNGE	<input type="text"/>
DINING ROOM	<input type="text"/>	LOUNGE WITH DINING ROOM	<input type="text"/>	STUDY	<input type="text"/>	PLAYROOM	<input type="text"/>
TELEVISION ROOM	<input type="text"/>	LAUNDRY	<input type="text"/>	SEPARATE TOILET	<input type="text"/>		
OTHER	<input type="text"/>			OTHER	<input type="text"/>		
OTHER	<input type="text"/>			OTHER	<input type="text"/>		

OUTBUILDINGS

NO. OF GARAGES	<input type="text"/>	SIZE OF MAIN DWELLING	<input type="text"/> m ²
GRANNY FLAT/ROOMS	<input type="text"/>	SIZE OF OUTBUILDING	<input type="text"/> m ²
OTHER	<input type="text"/>	SIZE OF OTHER BUILDINGS	<input type="text"/> m ²

OTHER

SWIMMING POOL	<input type="text"/>	TENNIS COURT	<input type="text"/>
BORE HOLE	<input type="text"/>	GARDEN	<input type="text"/>
OTHER	<input type="text"/>	OTHER	<input type="text"/>

FENCING

	FRONT	BACK	SIDE 1	SIDE 2
TYPE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HEIGHT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OTHER FEATURES: _____

GOOD	<input type="text"/>	AVERAGE	<input type="text"/>	POOR
------	----------------------	---------	----------------------	------

Complete: Erf/Unit No.....Area/Scheme Name.....
PLEASE COMPLETE THE BOTOM OF EACH PAGE

FORM A RESIDENTIAL (FULL TITLE AND SECTIONAL TITLE USED FOR RESIDENTIAL PURPOSES)

SECTION 4 SECTIONAL TITLE UNITS

SCHEME NO. NAME OF SCHEME FLAT NO./ DOOR NO. UNIT SIZE m²

NAME OF MANAGING AGENT TEL NO.

INDICATE NUMBER OR STATE YES/NO IN APPROPRIATE BOX

NO. OF BEDROOMS	<input type="text"/>	NO. OF BATHROOMS	<input type="text"/>	KITCHEN	<input type="text"/>	LOUNGE	<input type="text"/>
DINING ROOM	<input type="text"/>	LOUNGE WITH DINING ROOM	<input type="text"/>	STUDY	<input type="text"/>	PLAYROOM	<input type="text"/>
TELEVISION ROOM	<input type="text"/>	LAUNDRY	<input type="text"/>	SEPARATE TOILET	<input type="text"/>		
OTHER	<input type="text"/>			OTHER	<input type="text"/>		
OTHER	<input type="text"/>			OTHER	<input type="text"/>		

MONTHLY LEVY

R

DETAILS OF EXCLUSIVE USE AREAS

COMMON PROPERN CONSISTS OF:

SWIMMING POOL	<input type="text"/>
TENNIS COURT	<input type="text"/>
OTHER	<input type="text"/>
OTHER	<input type="text"/>
OTHER	<input type="text"/>

GARAGE	<input type="text"/>	m ²
CARPORT	<input type="text"/>	m ²
OPEN PARKING	<input type="text"/>	m ²
STORE ROOM	<input type="text"/>	m ²
GARDEN	<input type="text"/>	m ²
OTHER	<input type="text"/>	m ²

OFFER RECEIVED

R

R

OFFER RECEIVED

R

R

TEL NO.

ERF/UNIT NO	SUBURB/SCHEME NAME	DATE OF SALE	SELLING PRICE
<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"/>

DESCRIPTION OF THE PROPERTY/UNIT NO	PARTICULARS AS REFLECTED IN THE VALUATION ROLL	CHANGES REQUESTED BY OBJECTOR
CATEGORY	<input type="text"/>	<input type="text"/>
PHYSICAL ADDRESS/DOOR NO/FLAT NO	<input type="text"/>	<input type="text"/>
EXTENT	<input type="text"/>	<input type="text"/>
MARKET VALUE	<input type="text"/>	<input type="text"/>
NAME OF OWNER	<input type="text"/>	<input type="text"/>

Complete: Erf/Unit No..... Area/Scheme Name.....
PLEASE COMPLETE THE BOTOM OF EACH PAGE

FORM A: RESIDENTIAL (FULL TITLE AND SECTIONAL TITLE USED FOR RESIDENTIAL PURPOSES)

SECTION 7: DECLARATION

ATTENTION IS HEREBY DRAWN TO SECTION 42(2) OF THE ACT WHICH STATES THAT WHERE ANY DOCUMENT, INFORMATION OR PARTICULARS WERE NOT PROVIDED WHEN REQUIRED IN TERMS OF SUBSECTION 42 (1) OF THE ACT AND THE OWNER CONCERNED RELIES ON SUCH DOCUMENT, INFORMATION OR PARTICULARS IN AN APPEAL TO AN APPEAL BOARD, THE APPEAL BOARD MAY MAKE AN ORDER AS TO COSTS IN TERMS OF SECTION 70 OF THE ACT IF THE APPEAL BOARD IS OF THE VIEW THAT THE FAILURE TO SO HAVE PROVIDED ANY SUCH DOCUMENT, INFORMATION OR PARTICULARS HAS PLACED AN UNNECESSARY BURDEN ON THE FUNCTIONS OF THE MUNICIPAL VALUER OR THE APPEAL BOARD

I / WE _____ HEREBY DECLARE THAT THE INFORMATION AND PARTICULARS SUPPLIED ARE TRUE AND CORRECT.

YEAR	MONTH	DAY

DATE

SIGNATURE _____

OFFICIAL USE

SECTION 8: DECISION OF MUNICIPAL VALUER

DESCRIPTION OF THE PROPERTY/UNIT NO.	
CATEGORY	
PHYSICAL ADDRESS/DOOR NO/FLAT NO.	
EXTENT	
MARKET VALUE	
NAME OF OWNER	

REASONS OF THE MUNICIPAL VALUER

NAME OF MUNICIPAL VALUER/ ASSISTANT MUNICIPAL VALUER <i>*Delete whichever is not applicable</i> SIGNATURE:			

DATE

SECTION 9: NOTIFICATION OF OUTCOME

VALUATION ROLL ADJUSTED	SIGNATURE	DATE
OBJECTOR NOTIFIED		
OWNER NOTIFIED		
SECTION 52(1)(a) WHERE APPLICABLE		

Complete: Erf/Unit No..... Area/Scheme Name
PLEASE COMPLETE THE BOTTOM OF EACH PAGE

FORM B: PROPERTIES OTHER THAN RESIDENTIAL OR AGRICULTURAL (e.g. businesses, factories, offices, schools)

OBJECTION NO.

THE MUNICIPAL MANAGER

.....Municipality

LOGGING OF AN OBJECTION AGAINST A MATTER REFLECTED IN OR OMITTED FROM THE VALUATION ROLL SUPPLEMENTARY VALUATION ROLL FOR THE PERIOD 1 JULY TO 30 JUNE

SECTION 1: OBJECTOR INFORMATION	ERF/PORCION/UNIT NO.	SUBURB		
		FARM NO.	REG. DIV	
<input type="text"/>				
<input type="text"/>				

IDENTITY NO		COMPANY OR C.C. REGISTRATION NO.	
POSTAL ADDRESS OF OBJECTOR		CODE	
TELEPHONE NO	HOME ()	WORK ()	
CELL		FAX NO ()	
E-MAIL ADDRESS			
STATUS OF OBJECTOR (e.g. Tenant, Pending Purchaser, Municipality etc)			

13 AUTHORISED REPRESENTATIVE OF THE OBJECTOR

NAME OF REPRESENTATIVE		
POSTAL ADDRESS	CODE	
TELEPHONE NO.:	HOME ()	WORK ()
CELL		FAX NO. ()
E-MAIL ADDRESS		

- **IF A REPRESENTATIVE IS APPOINTED, PROOF OF AUTHORISATION MUST BE ATTACHED**
Complete: Erf/Unit No..... Area/Scheme Name.....

PLEASE COMPLETE THE BOTTOM OF EACH PAGE

FORM B: PROPERTIES OTHER THAN RESIDENTIAL OR AGRICULTURAL (e.g businesses, factories, offices, schools)

SECTION 2: PROPERTY DETAILS (FOR SECTIONAL TITLES SEE SECTION 4)

ADDRESS CODE

OF m²

ACCOUNT (If available)

NAME OF BOND HOLDER	REGISTERED AMOUNT OF BOND
<input type="text"/>	<input type="text"/>

<input type="text"/>		
SERVITUDE NO.	AFFECTED AREA	m ²
IN FAVOUR OF	<input type="text"/>	
FOR WHAT PURPOSE	<input type="text"/>	

WAS COMPENSATION PAID IF YES:-
 YES NO
 DATE OF PAYMENT AMOUNT R

SECTION 3: DESCRIPTION (FOR SECTIONAL TITLES SEE SECTION 4)
 () 3.1) 3.4 TO BE SUPPLIED BY MEANS OF ANNEXURES AS OF

NAME OF TENANT	SIZE	RENTAL (EXCL VAT)	ESCALATION OF RENTAL	OTHER CONTRIBUTION	TERM OF LEASE	START DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

BUILDING NO.	SIZE m ²	DESCRIPTION (e.g used as a shop, office etc.)	CONDITION
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

m²

OTHER FEATURES OF BUILDINGS: (PROVIDE ANNEXURE E IF NECESSARY)

Complete: Erf/Unit No. Area/Scheme Name.....
 PLEASE COMPLETE THE BOTTOM OF EACH PAGE

SHOPS _____ m²
 OFFICES _____ m²

NAME OF TENANT	SIZE	RENTAL (EXCL VAT)	ESCALATION	OTHER CONTRIBUTION	TERM OF LEASE	START DATE
DETAILS OF EXCLUSIVE USE AREAS						

SWIMMING POOL	
TENNIS COURT	
OTHER	
OTHER	
OTHER	

CARPORT _____
 PARKING STORE _____
 ROOM _____ m²
 GARDEN _____ m²
 OTHER _____

RECEIVED

R	
R	

RECEIVED

R	
R	

ERF/PTN/UNIT NO	SUBURB/FARM/SCHEME NAME	DATE OF SALE	SELLING PRICE

DESCRIPTION OF PROPERTY/ UNIT NO	PARTICULARS AS REFLECTED IN VALUATION ROLL	CHANGES REQUESTED BY OBJECTOR
CATEGORY		
PHYSICAL ADDRESS/DOOR NO /FLAT NO		
EXTENT		
MARKET VALUE		
NAME OF OWNER		

Complete: Erf/Unit No..... Area/Scheme Name.....
 PLEASE COMPLETE THE BOTTOM OF EACH PAGE

FORM B: PROPERTIES OTHER THAN RESIDENTIAL OR AGRICULTURAL (e.g. businesses, factories, offices, schools)

SECTION 7: DECLARATION

ATTENTION IS HEREBY DRAWN TO SECTION 42(2) OF THE ACT WHICH STATES THAT WHERE ANY DOCUMENT, INFORMATION OR PARTICULARS WERE NOT PROVIDED WHEN REQUIRED IN TERMS OF SUBSECTION 42(1) OF THE ACT AND THE OWNER CONCERNED RELIES ON SUCH DOCUMENT, INFORMATION OR PARTICULARS IN AN APPEAL TO AN APPEAL BOARD, THE APPEAL BOARD MAY MAKE AN ORDER AS TO COSTS IN TERMS OF SECTION 70 OF THE ACT IF THE APPEAL BOARD IS OF THE VIEW THAT THE FAILURE TO ~~SO~~ HAVE PROVIDED ANY SUCH DOCUMENT, INFORMATION OR PARTICULARS HAS PLACED AN UNNECESSARY BURDEN ON THE FUNCTIONS OF THE MUNICIPAL VALUER OR APPEAL BOARD.

I / WE _____ HEREBY DECLARE THAT THE INFORMATION AND PARTICULARS SUPPLIED ARE TRUE AND CORRECT.

DATE:

YEAR	MONTH	DAY

SIGNATURE _____

OFFICIAL USE

SECTION 8: DECISION OF MUNICIPAL VALUER

DESCRIPTION OF THE PROPERTY/UNIT NO.	
CATEGORY	
PHYSICAL ADDRESS/DOOR NO./FLAT NO.	
EXTENT	
MARKET VALUE	
NAME OF OWNER	

8.1 REASONS OF THE MUNICIPAL VALUER

NAME OF MUNICIPAL VALUER ASSISTANT
MUNICIPAL VALUER
** Delete whichever is not applicable*
SIGNATURE:

DATE:

YEAR	MONTH	DAY

SECTION 9: NOTIFICATION OF OUTCOME

VALUATION ROLL ADJUSTED	<table border="1" style="width: 100%;"><tr><th>SIGNATURE</th><th>DATE</th></tr><tr><td style="height: 20px;"></td><td></td></tr></table>	SIGNATURE	DATE			
SIGNATURE	DATE					
OBJECTOR NOTIFIED	<table border="1" style="width: 100%;"><tr><td style="height: 20px;"></td><td></td></tr></table>					
OWNER NOTIFIED	<table border="1" style="width: 100%;"><tr><td style="height: 20px;"></td><td></td></tr></table>					
SECTION 82(1)(a) WHERE APPLICABLE	<table border="1" style="width: 100%;"><tr><td style="height: 20px;"></td><td></td></tr></table>					

Complete: Erf/Unit No. Area/Scheme Name
PLEASE COMPLETE THE BOTTOM OF EACH PAGE

FORM C: AGRICULTURAL HOLDINGS OR FARMS

OBJECTION NO. []

THE MUNICIPAL MANAGER

..... Municipality

LODGING OF AN OBJECTION AGAINST A MATTER REFLECTED IN OR OMITTED FROM THE VALUATION ROL SUPPLEMENTARY VALUATION ROLL* FOR THE PERIOD 1 JULY TO 30 JUNE

**Delete whichever is not applicable*

DESCRIPTION OF PROPERTY IN RESPECT OF WHICH THE OBJECTION IS MADE

(COMPLETE A SEPARATE FORM FOR EACH ENTRY REFERRED TO)

AGRICULTURAL HOLDING/PORTION NO. [] AGRICULTURAL HOLDING/FARM []

SECTION 1: OBJECTOR INFORMATION

1.1 OBJECTOR IS THE OWNER

FARM NO. [] REG. DIV []

REGISTERED OWNER OF PROPERTY

COMPANY OR C.C. REGISTRATION NO. []

IDENTITY NO. []

CODE []

TELEPHONE NO:

WORK []

CELL []

1.2 E-MAIL ADDRESS OBJECTOR IS NOT THE OWNER OR MUNICIPALITY IS THE OBJECTOR

NAME OF OBJECTOR []

IDENTITY NO. []

COMPANY OR C.C. REGISTRATION NO. []

POSTAL ADDRESS OF OBJECTOR []

CODE []

TELEPHONE NO.: HOME []

WORK []

CELL []

FAX NO. ([])

E-MAIL ADDRESS []

STATUS OF OBJECTOR (e.g. Tenant, Pending Purchaser, Municipality etc) []

1.3 AUTHORIZED REPRESENTATIVE OF THE OBJECTOR

NAME OF REPRESENTATIVE: []

CELL []

FAX NO. ([])

E-MAIL ADDRESS []

PHYSICAL ADDRESS (IF AVAILABLE)

m²

SERVITUDE NO.		AFFECTED AREA		m ²
IN FAVOUR OF				
FOR WHAT PURPOSE				
WAS COMPENSATION PAID IF YES:	YES	NO	DATE OF PAYMENT	AMOUNT R

3.1

NO. OF BEDROOMS		NO. OF BATHROOMS		KITCHEN		LOUNGE	
DINING ROOM		LOUNGE WITH DINING ROOM		STUDY		PLAYROOM	
TELEVISION ROOM		LAUNDRY		SEPARATE TOILET			
OTHER				SIZE OF MAIN DWELLING			m ²

3.2 OTHER BUILDINGS - ATTACH AS ANNEXURE A

BUILDING NO.	DESCRIPTION	SIZE m ²	CONDITION	IS THE BUILDING FUNCTIONAL
--------------	-------------	---------------------	-----------	----------------------------

3.3 IS ANY PORTION OF THE PROPERTY USED FOR ANY PURPOSE OTHER THAN AGRICULTURAL? (e.g. Business, mining, eco-tourism, trading in or hunting of game)

Tick YES NO IF YES:- DESCRIBE THE USE(S)

IF NECESSARY PROVIDE ANNEXURE B

3.4 LAND USE ANALYSIS:

NONAGRICULTURAL (REFER TO 3.3)	ha
GRAZING	ha
UNDER IRRIGATION	ha
DRY LAND	ha
PERMANENT CROPS	ha
OTHER	ha
OTHER:	ha
OTHER:	ha
TOTAL	ha

CONDITION OF FENCE

GOOD	ER	POOR
------	----	------

AREA GAME FENCED ha

NUMBER OF BOREHOLES

OUTPUT LITRES/HOUR

DAMS

CAPACITY

IS THE PROPERTY EXPOSED TO A RIVER?

PLEASE COMPLETE THE BOTOM OF EACH PAGE

FORM C: AGRICULTURAL HOLDINGS OR FARMS

35

OTHER

IS YOUR PROPERTY AFFECTED BY A LAND CLAIM?

YES		NO	
-----	--	----	--

IF YES:-

DATE OF CLAIM

--

GAZETTE NO.

--

DO YOU HAVE WATER RIGHTS?

YES		NO	
-----	--	----	--

IF YES:-

DETAILS

HAVE YOU APPLIED FOR A REZONING OR CONSENT USE?

YES		NO	
-----	--	----	--

CONSENT USE e.g as guest houses, business etc.

IF YES:-

DETAILS

HAS YOUR AGRICULTURAL HOLDINGS PROPERTY BEEN EXCISED

YES		NO	
-----	--	----	--

IF YES:-

NEW FARM DESCRIPTION

HAS THE TOWNSHIP BEEN APPLIED FOR OR PROCLAIMED?

IF YES:-

FULL DETAILS

YES		NO	
-----	--	----	--

TENANT AND RENT INFORMATION-ANNEXURE C

NAME OF TENANT	SIZE	RENTAL (EXCL VAT)	ESCALATION	OTHER CONTRIBUTIONS	TERM OF LEASE	START DATE	USE
----------------	------	-------------------	------------	---------------------	---------------	------------	-----

	R	
OFFER RECEIVED	R	

	R	
OFFER RECEIVED	R	

	PARTICULARS AS REFLECTED IN VALUATION ROLL	CHANGES REQUESTED BY OBJECTOR
DESCRIPTION OF THE PROPERTY		
CATEGORY		
PHYSICAL ADDRESS		
EXTENT		
MARKET VALUE		
NAME OF OWNER		

Complete: Portion/Holding No. Farm/Holding.....
PLEASE COMPLETE THE BOTTOM OF EACH PAGE

**FORM C: AGRICULTURAL HOLDINGS OR FARMS
SECTION 6: DECLARATION**

ATTENTION IS HEREBY DRAWN TO SECTION 42(2) OF THE ACT WHICH STATES THAT WHERE ANY DOCUMENT, INFORMATION OR PARTICULARS WERE NOT PROVIDED WHEN REQUIRED IN TERMS OF SUBSECTION 42 (1) OF THE ACT AND THE OWNER CONCERNED RELIES ON SUCH DOCUMENT, INFORMATION OR PARTICULARS IN AN APPEAL TO AN APPEAL BOARD, THE APPEAL BOARD MAY MAKE AN ORDER AS TO COSTS IN TERMS OF SECTION 70 OF THE ACT IF THE APPEAL BOARD IS OF THE VIEW THAT THE FAILURE TO SO HAVE PROVIDED ANY SUCH DOCUMENTS, INFORMATION OR PARTICULARS HAS PLACED AN UNNECESSARY BURDEN ON THE FUNCTION OF THE MUNICIPAL VALUER OR THE APPEAL BOARD.

I / WE _____ HEREBY DECLARE THAT THE INFORMATION AND PARTICULARS SUPPLIED ARE TRUE AND CORRECT.

YEAR	MONTH	DAY

DATE:

SIGNATURE _____

OFFICIAL USE

SECTION 7: DECISION OF MUNICIPAL VALUER

DESCRIPTION OF THE PROPERTY	
CATEGORY	
PHYSICAL ADDRESS	
EXTENT	
MARKET VALUE	
NAME OF OWNER	

REASONS OF THE MUNICIPAL VALUER

NAME OF MUNICIPAL VALUER
ASSISTANT MUNICIPAL VALUER
** Delete whichever is not applicable*

DATE

YEAR	MONTH	DAY

SECTION 8: NOTIFICATION OF OUTCOME

VALUATION ROLL ADJUSTED

OBJECTOR NOTIFIED

OWNER NOTIFIED

SECTION 52(1)(a)
WHERE APPLICABLE

SIGNATURE	DATE

Complete: Portion/Holding No. Farm/Holding

PLEASE COMPLETE THE BOTTOM OF EACH PAGE

ANNEXURE 5

The format below contains minimum information to be captured for lodging an appeal to the valuation appeal board against the decision of a municipal valuer regarding matters pertaining to a specific property in the valuation roll or supplementary valuation roll of a municipality

FORM A RESIDENTIAL (FULL TITLE AND SECTIONAL TITLE USED FOR RESIDENTIAL PURPOSES)

APPEAL NO. []

THE CHAIRPERSON: VALUATION APPEAL BOARD
Municipality

LODGING OF AN APPEAL AGAINST THE DECISION OF THE MUNICIPAL VALUER REGARDING MATTERS PERTAINING TO SPECIFIC PROPERTY AS REFLECTED IN OR OMITTED FROM THE VALUATION ROLUSUPPLEMENTARY VALUATION ROLL FOR THE PERIOD 1 JULY TO 30 JUNE

* Delete whichever is not applicable

DESCRIPTION OF PROPERTY IN RESPECT OF WHICH THE APPEAL IS MADE
(COMPLETE A SEPARATE FORM FOR EACH ENTRY APPEALED TO)

ERF/UNIT NO. [] SUBURB/IE NAME []

SECTION 1: APPELLANT INFORMATION

IDENTITY NO. [] COMPANY OR C.C. REGISTRATION NO. []
PHYSICAL ADDRESS OF OWNER [] CODE []
POSTAL ADDRESS OF OWNER [] CODE []
TELEPHONE NO. HOME [] WORK []
CELL [] FAX NO. []
E-MAIL ADDRESS []

1.2 APPELLANT IS NOT THE OWNER OR MUNICIPALITY IS THE APPELLANT

NAME OF APPELLANT: []
IDENTITY NO. [] COMPANY OR C.C. REGISTRATION NO. []
POSTAL ADDRESS OF APPELLANT [] CODE []
TELEPHONE NO.: HOME [] WORK []
CELL [] FAX NO. []
E-MAIL ADDRESS []
STATUS OF APPELLANT (e.g. Tenant, Pending Purchaser, Municipality etc) []

1.3 AUTHORISED REPRESENTATIVE OF THE APPELLANT

NAME OF REPRESENTATIVE []
POSTAL ADDRESS [] CODE []
TELEPHONE NO. HOME [] WORK []
CELL [] FAX NO. []
E-MAIL ADDRESS []

- IF A REPRESENTATIVE IS APPOINTED, PROOF OF AUTHORISATION MUST BE ATTACHED

Complete: Erf/Unit No. Area/Scheme Name

PLEASE COMPLETE THE BOTTOM OF EACH PAGE

FCF A RESIDENTIAL(FULL TITLE AND USED FOR RESIDENTIAL)
SECTION 2: PROPERTY DETAILS (FOR SECTIONAL TITLES SEE SECTION 4)

PHYSICAL ADDRESS CODE

EXTENT OF PROPERTY m²

MUNICIPAL ACCOUNT NO. (if available)

NAME OF BONDHOLDER	REGISTERED AMOUNT OF BOND
<input type="text"/>	<input type="text"/> (if applicable)

SERVITUDENO.	AFFECTED AREA	m ²
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

NO. OF BEDROOMS	NO. OF BATHROOMS	KITCHEN	LOUNGE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DINING ROOM	LOUNGE WITH DINING ROOM	STUDY	PLAYROOM
TELEVISION ROOM	LAUNDRY	SEPARATE TOILET	
OTHER		OTHER	
OTHER		OTHER	

NO. OF GARAGES	
<input type="text"/>	<input type="text"/>
GRANNY FLAT/ROOMS	<input type="text"/>
OTHER	<input type="text"/>

SIZE OF MAIN DWELLING	m ²
<input type="text"/>	<input type="text"/>
SIZE OF OUTBUILDING	m ²
<input type="text"/>	<input type="text"/>
SIZE OF OTHER BUILDINGS	m ²
<input type="text"/>	<input type="text"/>
TOTAL BUILDINGSIZE	m ²
<input type="text"/>	<input type="text"/>

OTHER BUILDINGS (ATTACH ANNEXURE)

OTHER:				
SWIMMING POOL	<input type="text"/>	TENNIS COURT	<input type="text"/>	
BORE HOLE	<input type="text"/>	GARDEN	GOOD	AVERAGE POOR
OTHER	<input type="text"/>	OTHER	<input type="text"/>	

HEIGHT		
<input type="text"/>	<input type="text"/>	<input type="text"/>

DRIVEWAY (e.g. Bricks, pavers)

IS YOUR PROPERTY SITUATED IN A BOOMED AREA OR SECURITY YES NO

OTHER FEATURES

GOOD	AVERAGE	POOR
<input type="text"/>	<input type="text"/>	<input type="text"/>

Complete: Erf/Unit No..... Area/Scheme Name.....

PLEASE COMPLETE THE BOTTOM OF EACH PAGE

FORM A RESIDENTIAL (FULL TITLE AND SECTIONAL TITLE USED FOR RESIDENTIAL PURPOSES)
SECTION 4: SECTIONAL TITLE UNITS

SCHEME NO. NAME OF SCHEME FLAT NO./ DOOR NO. UNIT SIZE m²
 _____ TEL NO.

NO. OF BEDROOMS		NO. OF BATHROOMS		KITCHEN		LOUNGE	
DINING ROOM		LOUNGE WITH DINING ROOM		STUDY		PLAYROOM	
TELEVISION ROOM		LAUNDRY		SEPARATE TOILET			
OTHER				OTHER			
OTHER				OTHER			

TENNIS COURT	
OTHER	
OTHER	
OTHER	

GARAGE		m
CARPORT		m
OPEN PARKING		m
STORE ROOM		m
OTHER		m

SECTION 5: MARKET INFORMATION

R

R

ERF/UNIT NO.	SUBURB/SCHEME NAME	DATE OF SALE	SELLING PRICE

DESCRIPTION OF THE PROPERTY/NIT NO.	PARTICULARS AS REFLECTED IN THE VALUATION ROLL	CHANGES REQUESTED BY APPELLANT
CATEGORY		
PHYSICAL ADDRESS/DOOR NO./FLAT NO.		
EXTENT		
MARKET VALUE		
NAME OF OWNER		

Complete: Erf/Unit No. Area/Scheme Name
 PLEASE COMPLETE THE BOTTOM OF EACH PAGE

FORM A RESIDENTIAL (FULL TITLE AND SECTIONAL TITLE USED FOR RESIDENTIAL PURPOSES)
SECTION 1: DECLARATION

ATTENTION IS HEREBY DRAWN TO SECTION 42(2) OF THE ACT WHICH STATES THAT WHERE ANY DOCUMENT, INFORMATION OR PARTICULARS WERE NOT PROVIDED WHEN REQUIRED IN TERMS OF SUBSECTION 42(1) OF THE ACT AND THE OWNER CONCERNED RELIES ON SUCH DOCUMENT, INFORMATION OR PARTICULARS IN AN APPEAL TO AN APPEAL BOARD, THE APPEAL BOARD MAY MAKE AN ORDER AS TO COSTS IN TERMS OF SECTION 70 OF THE ACT IF THE APPEAL BOARD IS OF THE VIEW THAT THE FAILURE TO SO HAVE PROVIDED ANY SUCH DOCUMENT, INFORMATION OR PARTICULARS HAS PLACED AN UNNECESSARY BURDEN ON THE FUNCTIONS OF THE MUNICIPAL VALUER OR THE APPEAL BOARD.

I / WE _____ HEREBY DECLARE THAT THE INFORMATION AND PARTICULARS SUPPLIED ARE TRUE AND CORRECT.

DATE:

YEAR	MONTH	DAY

SIGNATURE _____

OFFICIAL USE

SECTION 8: DECISION OF THE VALUATION APPEAL BOARD

DESCRIPTION OF THE PROPERTY/UNIT NO.	
CATEGORY	
PHYSICAL ADDRESS/DOOR NO./FLAT NO.	
EXTENT	
MARKET VALUE	
NAME OF OWNER	

REASONS OF THE VALUATION APPEAL BOARD

NAME OF THE CHAIRPERSON OF THE VALUATION APPEAL BOARD

SIGNATURE

DATE

YEAR	MONTH	DAY

SECTION 9: NOTIFICATION OF OUTCOME

VALUATION ROU ADJUSTED

APPELLANT NOTIFIED

OWNER NOTIFIED

SIGNATURE	DATE

Complete: Erf/Unit No. Area/Scheme Name

PLEASE COMPLETE THE BOTTOM OF EACH PAGE

FORM B: PROPERTIES OTHER THAN RESIDENTIAL OR AGRICULTURAL (e.g. businesses, factories, offices, schools)

APPEAL NO. []

THE CHAIRPERSON VALUATION APPEAL BOARD

..... Municipality

LOGGING OF AN APPEAL AGAINST THE DECISION OF THE MUNICIPAL VALUER REGARDING MATTERS OF A TECHNICAL NATURE
REFLECTED IN OR OMITTED FROM THE VALUATION ROLL/SUPPLEMENTAL ROLL
.....
The valuer is not

WHICH THE APPEAL IS MADE

(COMPLETE SEPARATE FORM FOR EACH ENTRY OBJECTED TO)
ERF/PORTIC NO. [] SUBURB/SCHEME []
SECTION 1: APPELLANT A: [] NO. [] REG. DIV. []

1.1 APPELLANT IS THE OWNER
IDENTITY NO. [] COMPANY OR C.C. REGISTRATION NO. []
PHYSICAL ADDRESS OF OWNER [] CODE []
POSTAL ADDRESS OF OWNER [] CODE []
TELEPHONE NO: HOME [] WORK []
CELL [] FAX NO. []
E-MAIL ADDRESS []

1.2 APPELLANT IS NOT THE OWNER OR MUNICIPALITY IS THE APPELLANT
NAME OF APPELLANT: []
IDENTITY NO. [] COMPANY OR C.C. REGISTRATION NO. []
POSTAL ADDRESS OF APPELLANT [] CODE []
TELEPHONE NO: HOME [] WORK []
CELL [] FAX NO. []
E-MAIL ADDRESS []
STATUS OF APPELLANT (e.g. Tenant, Pending Purchaser, Municipality etc)
[]

1.3 AUTHORISED REPRESENTATIVE OF THE APPELLANT
NAME OF REPRESENTATIVE []
POSTAL ADDRESS [] CODE []
TELEPHONE NO: HOME [] WORK []
CELL [] FAX NO. []
E-MAIL ADDRESS []

• IF A REPRESENTATIVE IS APPOINTED, PROOF OF AUTHORISATION MUST BE ATTACHED

Complete: Erf/Unit No. Area/Scheme Name
PLEASE COMPLETE THE BOTTOM OF EACH PAGE

NAME OF BOND HOLDER	REGISTERED AMOUNT OF BOND	(if applicable)

SERVITUDE NO.		AFFECTED AREA	m ²
IN FAVOUR OF			
FOR WHAT PURPOSE			

NAME OF TENANT	SIZE	RENTAL (EXCLVAT)	ESCALATION OF RENTAL	OTHER CONTRIBUTIONS	TERM OF LEASE START DATE
----------------	------	------------------	----------------------	---------------------	--------------------------

BUILDING NO.	SIZE m ²	DESCRIPTION eg used as a shop, office etc.	CONDITION
--------------	---------------------	--	-----------

Complete: Erf/Unit No..... Area/Scheme Name.....

PLEASE COMPLETE THE BOTTOM OF EACH PAGE

FORM B PROPERTIES OTHER THAN RESIDENTIAL OR AGRICULTURAL (e.g. businesses, factories, offices, schools)
SECTION 4: SECTIONAL TITLE UNITS

SCHEME NO. NAME OF SCHEME FLAT NO./ DOOR NO. UNIT SIZE m²

NAME OF MANAGING AGENT TEL NO.

SHOPS	<input type="text"/> m ²	OTHER	<input type="text"/> m ²
OFFICES	<input type="text"/> m ²	OTHER	<input type="text"/> m ²
FACTORIES	<input type="text"/> m ²	OTHER	<input type="text"/> m ²

TENANT AND RENT INFORMATION - ANNEXURE A

NAME OF TENANT	SIZE	RENTAL (EXCL. VAT)	ESCALATION	OTHER CONTRIBUTIONS	TERM OF LEASE	START DATE
----------------	------	--------------------	------------	---------------------	---------------	------------

MONTHLY LEVY R

COMMON PROPERTY CONSISTS OF:

SWIMMING POOL	<input type="text"/>
TENNIS COURT	<input type="text"/>
OTHER	<input type="text"/>
OTHER	<input type="text"/>
OTHER	<input type="text"/>

DETAILS OF EXCLUSIVE USE AREAS

PARKING	<input type="text"/> m ²
GARDEN	<input type="text"/> m ²
OTHER	<input type="text"/> m ²

SECTION 5: MARKET INFORMATION

IF YOUR PROPERTY IS CURRENTLY ON THE MARKET
 WHAT IS THE ASKING PRICE

<input type="text"/>
<input type="text"/>
<input type="text"/>

OFFER RECEIVED R

TEL NO.

SUESTRANSACTIONS USED BY ME APPELLANT IN DETERMINING THE MARKET VALUE OF THE PROPERTY APPLIED TO (IF INSUFFICIENT SPACE PROVIDE ANNEXURE F)

ERF/PTN/UNIT NO.	SUBURB/FARM/SCHEME NAME	DATE OF SALE	SELLING PRICE
<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"/>

DESCRIPTION OF THE PROPERTY/UNIT NO.	PARTICULARS AS REFLECTED IN VALUATION ROLL	CHANGES REQUESTED BY APPELLANT
CATEGORY	<input type="text"/>	<input type="text"/>
PHYSICAL ADDRESS/DOOR NO./FLAT NO.	<input type="text"/>	<input type="text"/>
EXTENT	<input type="text"/>	<input type="text"/>
MARKET VALUE	<input type="text"/>	<input type="text"/>
NAME OF OWNER	<input type="text"/>	<input type="text"/>

FORM B: PROPERTIES OTHER THAN RESIDENTIAL OR AGRICULTURAL (e.g. businesses, factories, offices, schools)
SECTION 7: DECLARATION

ATTENTION: CHIEF EXECUTIVE OFFICER OF THE APVAL, WHICH IS THAT WHERE THE INFORMATION
 THE APVAL BOARD RELIES ON SUCH DOCUMENT, INFORMATION OR PARTICULARS IN AN ORDER TO MAKE AN ORDER AS TO THE COSTS OF THE APVAL BOARD. THE APVAL BOARD MAY MAKE AN ORDER AS TO THE COSTS OF THE APVAL BOARD IF THE APVAL BOARD IS OF THE OPINION THAT THE APVAL BOARD HAS PLACED AN ORDER AS TO THE COSTS OF THE APVAL BOARD.

I / WE _____ HEREBY DECLARE THAT THE INFORMATION AND PARTICULARS SUPPLIED ARE TRUE AND CORRECT.

DATE:

YEAR	MONTH	DAY

SIGNATURE _____

OFFICIAL USE

SECTION 8: DECISION OF THE VALUATION APPEAL BOARD

DESCRIPTION OF THE PROPERTY/UNIT NO.	
CATEGORY	
PHYSICAL ADDRESS/DOOR NO./FLAT NO.	
EXTENT	
MARKET VALUE	
NAME OF OWNER	

REASONS OF THE VALUATION APPEAL BOARD

NAME OF THE CHAIRPERSON OF VALUATION APPEAL BOARD

SIGNATURE:

DATE:

YEAR	MONTH	DAY

SECTION 9: NOTIFICATION OF OUTCOME

VALUATION ROLL ADJUSTED
 APPELLANT NOTIFIED
 OWNER NOTIFIED

SIGNATURE	DATE

Complete: Erf/Unit No. Area/Scheme Name
 PLEASE COMPLETE THE BOTTOM OF EACH PAGE

FORM C: AGRICULTURAL HOLDINGS OR FARMS

APPEAL NO.

M E CHAIRPERSON: VALUATION APPEAL BOARD
..... Municipality

HOLDING/PORION NO. AGRICULTURAL HOLDING/FARM
SECTION 1: APPELLANT INFORMATION FARM NO. REG. DI

REGISTERED OWNER OF PROPERTY
IDENTITY NO. COMPANY OR C.C. REGISTRATION NO.
PHYSICAL ADDRESS OF OWNER CODE
POSTAL ADDRESS OF OWNER CODE
TELEPHONE NO HOME () WORK ()
CELL FAX NO. ()
E-MAIL ADDRESS

1.2 APPELLANT IS NOT THE OWNER OR MUNICIPALITY IS THE APPELLANT

NAME OF APPELLANT:
IDENTITY NO. COMPANY OR C.C. REGISTRATION NO.
POSTAL ADDRESS OF APPELLANT CODE
TELEPHONE NO.: HOME () WORK ()
CELL FAX NO. ()
E-MAIL ADDRESS

STATUS OF APPELLANT (e.g. Tenant, Pending Purchaser, Municipality etc)

1.3 AUTHORISED REPRESENTATIVE OF THE APPELLANT

NAME OF REPRESENTATIVE
POSTAL ADDRESS CODE
TELEPHONE NO HOME () WORK ()
CELL FAX NO. ()
E-MAIL ADDRESS

* IF A REPRESENTATIVE IS APPOINTED, PROOF OF AUTHORISATION MUST BE ATTACHED

Complete: Portion/Holding No Farm/Holding
PLEASE COMPLETE THE BOTTOM OF EACH PAGE

FORM C: AGRICULTURAL HOLDINGS OR FARMS
SECTION 2: PROPERTY DETAILS

PHYSICAL ADDRESS (IF AVAILABLE) CODE

EXTENT OF PROPERTY m²

MUNICIPAL ACCOUNT NO. (if available)

NAME OF BOND HOLDER REGISTERED AMOUNT OF BOND (if applicable)

PROVIDE FULL DETAILS OF ALL SERVITUDES, ROAD PROCLAMATIONS OR OTHER ENDORSEMENTS AGAINST THE PROPERTY (if applicable)

SERVITUDE NO.	<input type="text"/>	AFFECTED AREA	<input type="text"/> m ²
IN FAVOUR OF	<input type="text"/>		
FOR WHAT PURPOSE	<input type="text"/>		
	YES	NO	
	<input type="text"/>	<input type="text"/>	<input type="text"/>

NO. OF BEDROOMS	<input type="text"/>	NO. OF BATHROOMS	<input type="text"/>	KITCHEN	<input type="text"/>	LOUNGE	<input type="text"/>
DINING ROOM	<input type="text"/>	LOUNGE WITH DINING ROOM	<input type="text"/>	STUDY	<input type="text"/>	PLAYROOM	<input type="text"/>
TELEVISION ROOM	<input type="text"/>	LAUNDRY	<input type="text"/>	SEPARATE TOILET	<input type="text"/>		
OTHER	<input type="text"/>			SIZE OF MAIN DWELLING	<input type="text"/> m ²		

1.2 OTHER BUILDINGS - ATTACH AS ANNEXURE A

BUILDING NO.	DESCRIPTION	SIZE	m ²	CONDITION	IS THE BUILDING FUNCTIONAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3.3 IS ANY PORTION OF THE PROPERTY USED FOR ANY PURPOSE OTHER THAN AGRICULTURAL? (e.g. Business, mining, eco-tourism, trading in or hunting of game)

Tick YES NO IF YES - DESCRIBE THE USE(S)

IF NECESSARY PROVIDE ANNEXURE B

3.4 LAND USE ANALYSIS

NON AGRICULTURAL (REFER TO 3.3)	<input type="text"/>	ha
GRAZING	<input type="text"/>	ha
UNDER IRRIGATION	<input type="text"/>	ha
DRY LAND	<input type="text"/>	ha
PERMANENT CROPS	<input type="text"/>	ha
OTHER	<input type="text"/>	ha
OTHER	<input type="text"/>	ha
OTHER	<input type="text"/>	ha
TOTAL	<input type="text"/>	ha

CONDITION OF FENCES		
GOOD	AVERAGE	POOR
<input type="text"/>	<input type="text"/>	<input type="text"/>

AREA GAME FENCED	<input type="text"/>	ha
NUMBER OF BOREHOLES	<input type="text"/>	
OUTPUT LITRES/HOUR	<input type="text"/>	
DAMS	<input type="text"/>	
CAPACITY	<input type="text"/>	

IS THE PROPERTY EXPOSED TO A RIVER?

FORM C: AGRICULTURAL HOLDINGS OR FARMS

3.5 OTHER:

IS YOUR PROPERTY AFFECTED BY A LAND CLAIM? YES NO

IF YES:-

DATE OF CLAIM

GAZETTE NO.

DO YOU HAVE WATER RIGHTS? YES NO

IF YES:- DETAILS:

HAVE YOU APPLIED FOR A REZONING OR CONSENT USE? YES NO

CONSENT USE e.g. as guest house, business etc.

IF YES:- DETAILS:

HAS YOUR AGRICULTURAL HOLDINGS PROPERTY BEEN EXCISED? YES NO

IF YES:- NEW FARM DESCRIPTION

HAS THE TOWNSHIP BEEN APPLIED FOR OR PROCLAIMED? YES NO

IF YES, FULL DETAILS

TENANT AND RENT	FORMAT	ANNEXURE C
NAME OF TENANT	SIZE	RENTAL (EXCL. VAT)

4: MARKET

PROPERTY IS CURRENTLY IN THE MARKET

ASKING PRICE	OFFER RECEIVED
R	R

ASKING PRICE	OFFER RECEIVED
R	R

NAME OF AGENT:

APPELLANT IN DETERMINING THE MARKET VALUE OF THE PROPERTY APPEAL

(IF INSUFFICIENT SPACE PROVIDE ANNEXURE D)

HOLDING/PORTION NO.	AGRICULTURAL HOLDING/FARM	DATE OF SALE	SELLING PRICE

DESCRIPTION OF THE PROPERTY	PARTICULARS AS REFLECTED IN VALUATION ROLL	CHANGES REQUESTED BY APPELLANT
CATEGORY		
PHYSICAL ADDRESS		
EXTENT		
MARKET VALUE		
NAME OF OWNER		

Complete: Portion/Holding No. Farm/Holding.

PLEASE COMPLETE THE BOTTOM OF EACH PAGE

**FORM C: AGRICULTURAL HOLDINGS OR FARMS
SECTION E: DECLARATION**

ATTENTION IS HEREBY DRAWN TO SECTION 42(2) OF THE ACT WHICH STATES THAT WHERE ANY DOCUMENT, INFORMATION OR PARTICULARS WERE NOT PROVIDED WHEN REQUIRED IN TERMS OF SUBSECTION 42(1) OF THE ACT AND THE OWNER CONCERNED RELIES ON SUCH DOCUMENT, INFORMATION OR PARTICULARS IN AN APPEAL TO AN APPEAL BOARD, THE APPEAL BOARD MAY MAKE AN ORDER IN TERMS OF SECTION 70 OF THE ACT IF THE APPEAL BOARD IS OF THE VIEW THAT THE FAILURE TO SO HAVE PROVIDED ANY SUCH DOCUMENT, INFORMATION OR PARTICULARS HAS PLACED AN UNNECESSARY BURDEN ON THE FUNCTIONS OF THE MUNICIPAL VALUATION APPEAL BOARD.

I / WE _____ HEREBY DECLARE THAT THE INFORMATION AND PARTICULARS SUPPLIED ARE TRUE AND CORRECT.

DATE:

YEAR	MONTH	DAY

SIGNATURE

OFFICIAL USE

SECTION 7: DECISION OF THE VALUATION APPEAL BOARD

DESCRIPTION OF THE PROPERTY	
CATEGORY	
EXTENT	
MARKET VALUE	
NAME OF OWNER	

7.1 REASONS OF THE VALUATION APPEAL BOARD

NAME OF THE CHAIRPERSON OF VALUATION APPEAL BOARD _____
SIGNATURE: _____

DATE:

YEAR	MONTH	DAY

SECTION 8: NOTIFICATION OF OUTCOME

VALUATION ROLL ADJUSTED	SIGNATURE	DATE
APPELLANT NOTIFIED		
OWNER NOTIFIED		

Complete: Portion/Holding No. _____ Farm/Holding No. _____
PLEASE COMPLETE THE BOTTOM OF EACH PAGE

ANNEXURE 6**Format of declaration to be completed by the valuer of a municipality or assistant municipal valuer or a special valuer****DECLARATION BY MUNICIPAL VALUER OR ASSISTANT VALUER OR A SPECIAL VALUER FOR THE PERIOD**

_____ TO _____

I, _____, . Identity Number _____ do declare that I will, in accordance with the provisions of the Local Government: Municipal Property Rates Act, 2004 (Act No.6 of 2004), hereinafter referred to as the "Act", to the best of my skills and knowledge and without fear, favour or prejudice truly and impartially value properties and diligently perform all valuation-related functions, including the processing of objections and appeals regarding all properties within _____ municipal area of jurisdiction in terms of the provisions of the Act. In the discharge of my duties as a municipal valuer/assistant municipal valuer/special valuer*, I will comply with sections 43 and 44 of the Act.

Declared at _____ this _____ day of _____ 2____ (year)

Professional Registration Number with the South African Council for the Property Valuers Profession** _____

Category of Professional Registration ** _____

****In the case of a professional valuer**_____
Signature of Municipal Valuer/Assistant Municipal Valuer/Special Valuer**Delete whichever is not applicable*_____
Commissioner of Oaths (Full Names)_____
Signature

ANNEXURE 7**Format of declaration to be completed by a member of a valuation appeal board or its committee****DECLARATION BY A MEMBER OF THE VALUATION APPEAL BOARD OR ITS COMMITTEE FOR THE PERIOD****_____ TO _____**

I, _____, Identity Number _____ do declare that I will, in accordance with the provisions of the Local Government: Municipal Property Rates Act, 2004 (Act No.6 of 2004), hereinafter referred to as the "Act", to the best of my skills and knowledge and without fear, favour or prejudice truly and impartially discharge the duties of the valuation appeal board established for the _____ area.

Declared at _____ this _____ day of _____ 2____ (year)

Professional Registration Number with the South African Council for the Property Valuers Profession** _____

Category of Professional Registration ** _____

**In the case of a professional valuer

Designation _____

Signature of a member of the valuation appeal board_____
Commissioner of Oaths (Full Names)_____
Signature

ANNEXURE 8

**IDENTITY CARD FOR MUNICIPAL VALUER/ ASSISTANT
MUNICIPAL VALUER/ DATA-COLLECTOR AND OTHER
AUTHORISED PERSON BY MUNICIPALITIES TO ENTER
PROPERTIES FOR VALUATION-RELATED PURPOSES AS
CONTEMPLATED IN SECTION 41 OF THE ACT**

Logo of
municipality

Photograph of
a person

(Name of authorising municipality)

Full names of person

Identity No _____

Designation _____

Professional Registration No (if applicable) _____

Period of validity of authorisation _____

Signature of the authorised person _____

Signature of issuing authority within **the** municipality _____

Date _____

Telephone No _____ of the municipality

ANNEXURE 9

**IDENTITY CARD FOR A MEMBER OF AN APPEAL BOARD
AND OTHER PERSON AUTHORISED BY AN APPEAL BOARD
TO ENTER PROPERTIES FOR VALUATION-RELATED
PURPOSES AS CONTEMPLATED IN SECTION 72(3) OF THE
ACT**

Logo of
MEC's office

Photograph of
a person

Full names of person

Identity No _____

Designation _____

Professional Registration No (if applicable) _____

Period of validity of authorisation _____

Signature of the authorised person _____

Signature of the issuing authority within the office of the MEC
for local government _____

Date _____

Telephone No _____ of the office of the
MEC