

**VALUATION QUERY FORM: NON RESIDENTIAL PROPERTIES
(PROPERTIES OTHER THAN RESIDENTIAL OR AGRICULTURAL e.g. commercial, industrialetc)**

ACCOUNT NUMBER			
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THE MUNICIPAL MANAGER
MTUBATUBA LOCAL MUNICIPALITY

LODGING OF AN QUERY REGARDING MATTERS PERTAINING TO SPECIFIC PROPERTY AS REFLECTED IN OR OMITTED FROM THE VALUATION ROLL/SUPPLEMENTARY VALUATION ROLL FOR THE PERIOD **1 JULY 2015 TO 30 JUNE 2019**

Notes for Completing this Form:

1. Complete a separate form for each property.
2. In the case of Sectional Titles, a form must be completed for each section.
3. Delete whichever is not applicable.
4. All sections shaded in grey are mandatory, and must be completed to be a valid query form.

SECTION 1: PROPERTY INFORMATION

1.0 DESCRIPTION OF PROPERTY IN RESPECT OF WHICH THE QUERY IS MADE

ERF NUMBER/ SECTION NUMBER	PORTION	TOWNSHIP NAME/SCHEME NAME	TOWNSHIP EXT / SCHEME NO
ERF EXTENT/ UNIT SIZE	FLAT NO/ DOOR NO	PHYSICAL ADDRESS	
M ²			

1.1 OWNER DETAILS (Please mark the appropriate box with a X)

OWNER		REPRESENTATIVE OR AGENT				
NAME OF OWNER						
IDENTITY NO.				COMPANY OR CC REGISTRATION NO		
POSTAL ADDRESS					CODE	
TELEPHONE NO	HOME			WORK		
	CELL			FAX		
E-MAIL ADDRESS (if available)						

SECTION 2: QUERY DETAILS

At least one of the following must be completed to be considered.

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

SECTION 3: DECLARATION

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

Date _____

Name (Print) _____

Signature _____

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SECTION 4: PROPERTY DETAILS

PROVIDE FULL DETAILS OF ALL SERVITUDES, ROADS PROCLAMATIONS OR OTHER ENDORSEMENTS AGAINST THE PROPERTY (IF APPLICABLE)

SERVITUDE NO		AFFECTED AREA	M ²
IN FAVOUR OF			
FOR WHAT PURPOSE			

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

SECTION 5: DESCRIPTION OF BUILDINGS

(INFORMATION UNDER 5.1 TO 5.4 TO BE SUPPLIED BY MEANS OF ANNEXURES AS FOLLOWS)

5.1 TENANT AND RENT INFORMATION – ANNEXURE A

NAME OF TENANT	SIZE	RENTAL EXCL VAT)	ESCALATION OF RENTAL	OTHER CONTRIBUTIONS	TERM OF LEASE	START DATE
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5.2 SCHEDULE OF EXPENSES INCLUDING MUNICIPAL, ADMINISTRATION, INSURANCES, SECURITY etc. ANNEXURE B

5.3 STATEMENT OF INCOME & EXPENDITURE FOR PREVIOUS FINANCIAL YEAR – ANNEXURE C

5.4 BUILDING SIZES – ANNEXURE D

BUILDING NO.	SIZE M ²	DESCRIPTION e.g. used as a shop, offices etc.	CONDITION
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5.5 IF THE PROPERTY HAS NOT BEEN DEVELOPED TO IT'S HIGHEST AND BEST USE , INDICATE THE EXTENT OF LAND THAT IS AVAILABLE FOR FURTHER DEVELOPMENT

	M ²
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OTHER FEATURES OF BUILDINGS: (PROVIDE ANNEXURE IF NECESSARY) _____

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SECTION 6: SECTIONAL TITLES UNITS

NAME OF MANAGING AGENT		TEL NO.	
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SIZE OF SECTION (For Market Value queries, this section must be completed)

SHOPS		M ²	GARAGE		M ²
OFFICES		M ²	STORAGE		M ²
FACTORY/WAREHOUSE		M ²	OTHER		M ²
TOTAL SECTION EXTENT					M ²

TENANT AND RENT INFORMATION – ANNEXURE A

NAME OF TENANT	SIZE	RENTAL EXCL VAT	ESCALATION	OTHER CONTRIBUTIONS	TERM OF LEASE	START DATE
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MONTHLY LEVY	R
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DETAILS OF EXCLUSIVE USE AREAS

GARAGE		M ²
CARPORT		M ²
OPEN PARKING		M ²
STORE ROOM		M ²
GARDEN		M ²
OTHER		M ²

COMMON PROPERTY CONSISTS OF:

SWIMMING POOL	
TENNIS COURT	
OTHER	
OTHER	
OTHER	

ADVERSE FEATURES AND/OR FURTHER REASONS IN SUPPORT OF THIS QUERY (ANNEXURES CAN BE PROVIDED)

SECTION 7: MARKET INFORMATION

IF YOUR PROPERTY IS CURRENTLY ON THE MARKET

WHAT IS THE ASKING PRICE?	R
OFFER RECEIVED	R

IF YOUR PROPERTY HAS BEEN ON THE MARKET THE LAST 3 YEARS

WHAT WAS THE ASKING PRICE?	R
OFFER RECEIVED	R

NAME OF AGENT		TEL NO	
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SALE TRANSACTIONS (OF OTHER PROPERTIES IN THE VICINITY) USED IN DETERMINING THE MARKET VALUE OF PROPERTY QUERIED AGAINST

NB – For Market Value Queries, at least one Comparable Sale must be provided as EVIDENCE

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