

(30 April 2009 – to date)

LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT 6 OF 2004

*(Government Notice 610 in Government Gazette 26357 dated 17 May 2004. Commencement date:
2 July 2005 [Proc. R28, Gazette No. 27720])*

MUNICIPAL PROPERTY RATES REGULATIONS, 2006

*Government Notice R1036 in Government Gazette 29304 dated 18 October 2006. Commencement date:
18 October 2006.*

as amended by:

*Government Notice R468 in Government Gazette 32187 dated 30 April 2009. Commencement date:
30 April 2009.*

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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Prepared by:

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CHAPTER 1 INTERPRETATION

1. Definitions

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

2. Format of the valuation roll and supplementary valuation roll

- (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

3. Period of submission of valuation roll or supplementary valuation roll

- (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

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

- (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

5. The manner of lodging an objection

- (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

6. The manner of lodging an appeal

- (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

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

- (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

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

- (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

9. Interest rate to be applied

- (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

10. Timeframe for submission of the declaration and format of the declaration

- (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

11. Identity card

- (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.

CHAPTER 12

FRAMEWORK FOR CONDONATION OF NON-COMPLIANCE WITH PROVISIONS OF THE ACT

12. Framework contemplated in section 80

- (1) An MEC for local government may, within the framework set out hereunder, condone the non-compliance with a provision of the Act requiring any act to be done within a specified period or permitting any act to be done only within a specified period, having regard to -
 - (a) the fair and effective administration of the Act;
 - (b) the merits of each case
 - (c) the institutional, financial and other matters having a bearing on the capacity of the municipality to discharge its duties in relation to the implementation of the Act.
 - (d) whether the municipality is progressively making improvements on matters of compliance related to the meeting of timeframes in terms of the Act, including where applicable, the fulfilment of previously imposed conditions by the MEC;
 - (e) any other matter that is considered relevant and is not inconsistent with the provisions of the Act.
- (2) An application for the condonation for the submission of a valuation roll after the period referred to in regulation 3(1), must be made where possible, as soon as the municipality becomes aware that it will fail to comply with the provisions of the period for the submission of a valuation roll. Such application must reach the MEC not later than 90 days before the date of implementation of the valuation roll, except applications for condonation for the submission of a valuation roll that is to be implemented on 1 July 2009.
- (3) The condonation by an MEC for the late submission of a valuation roll to the Municipal Manager must not result in the provisions of section 32(1)(a) of the Act not being complied with.
- (4) Any condonation by an MEC in terms of section 80 of the Act read with this regulation may not be construed as condonation or justification of any expenditure that may be considered as fruitless and wasteful expenditure incurred by a municipality in the course of performing its powers and functions in terms of this Act or any other legislation.

(Chapter 12 inserted by regulation 2 of Government Notice R468 in Government Gazette 32187 dated 30 April 2009)

13. Short title

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

(Regulation 12 renumbered to regulation 13, due to the insertion of Chapter 12, by Government Notice R468 in Government Gazette 32187 dated 30 April 2009)

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 property must be in the following order						
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 <u>if the property was valued</u>	Any other prescribed particulars

Name of Sectional Title Scheme: _____ Scheme No _____

Particulars in respect of each property must be in the following order						
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 <u>if the property was valued</u>	Any other prescribed particulars

Prepared by:

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**

REGISTERED OWNER OF PROPERTY

IDENTITY NO.

COMPANY OR CC
REGISTRATION NO
PHYSICAL ADDRESS
OF OWNER

CODE

POSTAL ADDRESS
OF OWNER

CODE

Prepared by:

TELEPHONE NO.	HOME	()	WORK	
CELL			FAX NO.	()
EMAIL ADDRESS				

1.2 OBJECTOR IS NOT THE OWNER OR MUNICIPALITY IS THE OBJECTOR

NAME OF OBJECTOR				
IDENTITY NO.		COMPANY OR CC REGISTRATION NO		
POSTAL ADDRESS OF OBJECTOR				CODE
TELEPHONE NO.	HOME	()	WORK	()
CELL	()		FAX NO.	()
EMAIL 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.	()
EMAIL ADDRESS				

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

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

PHYSICAL ADDRESS

CODE

EXTENT OF
PROPERTYm²MUNICIPAL ACCOUNT
NO.

(if available)

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

(if applicable)

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

<input type="text"/>			
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

YES

NO

IF YES

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"/>		

Prepared by:

OTHER		OTHER	
OTHER		OTHER	

OUTBUILDINGS

NO. OF GARAGES		SIZE OF MAIN DWELLING	m ²
GRANNY FLAT/ROOMS		SIZE OF OUTBUILDING	m ²
OTHER		SIZE OF OTHER OUTBUILDINGS	m ²

OTHER BUILDINGS (ATTACH ANNEXURE)

TOTAL BUILDING SIZE	m ²
---------------------	----------------

OTHER:

SWIMMING POOL		TENNIS COURT				
BOREHOLE		GARDEN	GOOD	AVERAGE	POOR	
OTHER		OTHER				

FENCING:

	FRONT	BACK	SIDE 1	SIDE 2
TYPE				
HEIGHT				

DRIVE WAY (e.g Bricks, pavers)

IS YOUR PROPERTY SITUATED IN A
BOOMED AREA OR SECURITY

Tick✓

YES	NO

OTHER FEATURES _____

GENERAL CONDITION OF PROPERTY

Tick✓

GOOD		AVERAGE		POOR	
------	--	---------	--	------	--

Complete: Erf/Unit No Area/Scheme Name

PLEASE COMPLETE THE BOTOM OF EACH PAGE

Prepared by:

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	m ²
------------	--	----------------	--	--------------------	--	-----------	----------------

NAME OF MANAGING AGENT		TEL NO	
------------------------	--	--------	--

INDICATE NUMBER OR STATE YES/NO IN APPROPRIATE BOX

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			

MONTHLY LEVY

R	
---	--

DETAILS OF EXCLUSIVE USE AREAS

COMMON PROPERTY CONSISTS OF:

SWIMMING POOL	
TENNIS COURT	
OTHER	
OTHER	
OTHER	

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

SECTION 5: MARKET INFORMATION

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

IF YOUR PROPERTY HAS BEEN ON THE MARKET IN THE LAST 3 YEARS WHAT WAS THE ASKING PRICE?

Prepared by:

R	
---	--

R	
---	--

OFFER
RECEIVED

R	
---	--

OFFER
RECEIVED

R	
---	--

NAME OF AGENT

--

TEL NO

--

SALE TRANSACTIONS (OF OTHER PROPERTIES IN THE VICINITY) USED BY THE OBJECTOR IN DETERMINING THE MARKET VALUE OF PROPERTY OBJECTED TO

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

SECTION 6: OBJECTION DETAILS

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

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

Complete: Erf/Unit No Area/Scheme Name

PLEASE COMPLETE THE BOTOM OF EACH PAGE

Prepared by:

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[*sic*] 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*

**Delete whichever is not applicable*

SIGNATURE:

DATE

YEAR	MONTH	DAY

SECTION 9: NOTIFICATION OF OUTCOME

VALUATION ROLL ADJUSTED

OBJECTOR NOTIFIED

OWNER NOTIFIED

SECTION 52(1)(a)
WHERE APPLICABLE

SIGNATURE	DATE

Complete: Erf/Unit No Area/Scheme Name

PLEASE COMPLETE THE BOTOM OF EACH PAGE

Prepared by:

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

OBJECTION NO.

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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

DESCRIPTION OF PROPERTY IN RESPECT OF WHICH THE OBJECTION IS MADE

(COMPLETE A SEPARATE FORM FOR EACH ENTRY OBJECTED TO)

ERF/PORTION/UNIT
NO.

--

SUBURB/FARM/
SCHEME

--

SECTION 1: OBJECTOR INFORMATION

FARM NO.		REG. DIV	
----------	--	----------	--

1.1 OBJECTOR IS THE OWNER

REGISTERED OWNER OF PROPERTY

--

IDENTITY NO.

--

COMPANY OR CC
REGISTRATION NO

--

PHYSICAL ADDRESS
OF OWNER

--

CODE

--

POSTAL ADDRESS
OF OWNER

--

CODE

--

TELEPHONE NO.

HOME

()

WORK

()

CELL

()

FAX NO.

()

EMAIL ADDRESS

1.2 OBJECTOR IS NOT THE OWNER OR MUNICIPALITY IS THE OBJECTOR

NAME OF OBJECTOR

IDENTITY NO.

COMPANY OR CC
REGISTRATION NO

POSTAL ADDRESS
OF OBJECTOR

CODE

TELEPHONE NO.

HOME

()

WORK

()

CELL

()

FAX NO.

()

EMAIL 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.

()

EMAIL ADDRESS

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

Complete: Erf/Unit No Area/Scheme Name

PLEASE COMPLETE THE BOTOM OF EACH PAGE

Prepared by:

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	(if applicable)
<input type="text"/>	<input type="text"/>	

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

<input type="text"/>			
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

YES ☐ NO ☐

IF YES

DATE OF PAYMENT

AMOUNT

R

SECTION 3: DESCRIPTION OF BUILDINGS (FOR SECTIONAL TITLE COMPLETE SECTION 4)

(INFORMATION UNDER 3.1 TO 3.4 TO BE SUPPLIED BY MEANS OF ANNEXURES AS FOLLOWS)

3.1 TENANT AND RENT INFORMATION - ANNEXURE A

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"/>

Prepared by:

3.2 SCHEDULE OF EXPENSES INCLUDING: MUNICIPAL, ADMINISTRATION, INSURANCES, SECURITY etc. - ANNEXURE B

3.3 STATEMENT OF INCOME & EXPENDITURE FOR PREVIOUS FINANCIAL YEAR - ANNEXURE C

3 4 BUILDING SIZES - ANNEXURE D

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

3 5 IF THE PROPERTY HAS NOT BEEN DEVELOPED TO ITS HIGHEST AND BEST USE, INDICATE THE EXTENT OF LAND THAT IS AVAILABLE FOR FURTHER DEVELOPMENT

	m ²
--	----------------

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

Complete: Erf/Unit No Area/Scheme Name

PLEASE COMPLETE THE BOTOM 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	m ²
------------	--	----------------	--	--------------------	--	-----------	----------------

NAME OF MANAGING AGENT		TEL NO	
------------------------	--	--------	--

SHOPS	m ²	OTHER	m ²
OFFICES	m ²	OTHER	m ²
FACTORIES	m ²	OTHER	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		DETAILS OF EXCLUSIVE USE AREAS			

COMMON PROPERTY CONSISTS OF:

SWIMMING POOL	
TENNIS COURT	
OTHER	
OTHER	
OTHER	

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

SECTION 5: MARKET INFORMATION

Prepared by:

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

R	
---	--

IF YOUR PROPERTY HAS BEEN ON THE MARKET IN THE LAST 3 YEARS WHAT WAS THE ASKING PRICE

R	
---	--

OFFER RECEIVED

R	
---	--

OFFER RECEIVED

R	
---	--

NAME OF AGENT

--

TEL NO

--

SALES TRANSACTIONS USED BY THE OBJECTOR IN DETERMINING THE MARKET VALUE OF THE PROPERTY OBJECTED TO (IF INSUFFICIENT SPACE PROVIDE ANNEXURE F)

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

SECTION 6: OBJECTION DETAILS

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

ADVERSE FEATURES AND/OR FURTHER REASONS IN SUPPORT OF THIS OBJECTION (ANNEXURE G CAN BE PROVIDED)

Complete: Erf/Unit No Area/Scheme Name

PLEASE COMPLETE THE BOTOM OF EACH PAGE

Prepared by:

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	

REASONS OF THE MUNICIPAL VALUER

Prepared by:

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

OBJECTOR NOTIFIED

OWNER NOTIFIED

SECTION 52(1)(a)
WHERE APPLICABLE

SIGNATURE	DATE

Complete: Erf/Unit No Area/Scheme Name

PLEASE COMPLETE THE BOTOM OF EACH PAGE

Prepared by:

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 ROLL/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 OBJECTED TO)

**HOLDING/PORTION
NO.**

**AGRICULTURAL
HOLDING/FARM**

FARM NO.

REG. DIV

SECTION 1: OBJECTOR INFORMATION

1.1 OBJECTOR IS THE OWNER

REGISTERED OWNER OF PROPERTY

IDENTITY NO.

**COMPANY OR CC
REGISTRATION NO**

**PHYSICAL ADDRESS
OF OWNER**

CODE

**POSTAL ADDRESS
OF OWNER**

CODE

TELEPHONE NO.

HOME

WORK

Prepared by:

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 CC 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: Portion/Holding No Farm/Holding

PLEASE COMPLETE THE BOTOM OF EACH PAGE

Prepared by:

FORM C: AGRICULTURAL HOLDINGS OR FARMS**SECTION 2: PROPERTY DETAILS (FOR SECTIONAL TITLES SEE SECTION 4)**PHYSICAL ADDRESS
(IF AVAILABLE)

CODE

EXTENT OF
PROPERTYm²MUNICIPAL ACCOUNT
NO.

(if available)

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

(if applicable)

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

<input type="text"/>			
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

YES

NO

IF YES:-

DATE OF PAYMENT

AMOUNT

R

SECTION 3: DESCRIPTION OF BUILDINGS**3.1 MAIN DWELLING ON FARMHOLDING**

(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"/>

Prepared by:

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

NON AGRICULTURAL
(REFER TO 3.3)

GRAZING

UNDER IRRIGATION

DRY LAND

PERMANENT CROPS

OTHER

OTHER

OTHER

TOTAL

	ha
	ha
	ha
	ha
	ha
	ha
	ha
	ha

CONDITION OF FENCES

GOOD	AVERAGE	POOR

AREA GAME FENCED

ha

NUMBER OF
BOREHOLES

OUTPUT
LITRES/HOUR

DAMS

CAPACITY

IS THE PROPERTY EXPOSED TO A RIVER?

YES		NO	

Complete: Portion/Holding No Farm/Holding

PLEASE COMPLETE THE BOTOM OF EACH PAGE

Prepared by:

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

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

IF YES: DETAILS:HAS YOUR AGRICULTURAL HOLDINGS PROPERTY BEEN
EXCISED

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

IF YES: NEW FARM DESCRIPTIONHAS THE TOWNSHIP BEEN APPLIED FOR OR
PROCLAIMED?

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

IF YES: FULL DETAILS**TENANT AND RENT INFORMATION - ANNEXURE C**

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

SECTION 4: MARKET INFORMATIONIF YOUR PROPERTY IS CURRENTLY ON THE
MARKET WHAT IS THE ASKING PRICE?IF YOUR PROPERTY HAS BEEN ON THE MARKET
IN THE LAST 3 YEARS WHAT WAS THE ASKING
PRICE?

Prepared by:

R	
---	--

R	
---	--

OFFER RECEIVED	R	
-------------------	---	--

OFFER RECEIVED	R	
-------------------	---	--

NAME OF AGENT		TEL NO	
---------------	--	--------	--

SALE TRANSACTIONS USED BY THE OBJECTOR IN DETERMINING THE MARKET VALUE OF THE PROPERTY OBJECTED TO (IF INSUFFICIENT SPACE PROVIDE ANNEXURE D)

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

SECTION 5: OBJECTION DETAILS

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

ADVERSE FEATURES AND/OR FURTHER REASONS IN SUPPORT OF THIS OBJECTION (ANNEXURE E CAN BE PROVIDED)

Complete: Portion/Holding No Farm/Holding

PLEASE COMPLETE THE BOTTOM OF EACH PAGE

Prepared by:

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 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 7: DECISION OF MUNICIPAL VALUER**

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

REASONS OF THE MUNICIPAL VALUER

Prepared by:

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

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 BOTOM OF EACH PAGE

Prepared by:

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 ROLL/SUPPLEMENTARY 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/SCHEME
NAME

SECTION 1: APPELLANT INFORMATION

1.1 APPELLANT IS THE OWNER

REGISTERED OWNER OF PROPERTY

IDENTITY NO.

COMPANY OR CC
REGISTRATION NO

PHYSICAL ADDRESS
OF OWNER

CODE

Prepared by:

POSTAL ADDRESS
OF OWNER

CODE

TELEPHONE NO.

HOME

()

WORK

()

CELL

FAX NO.

()

EMAIL ADDRESS

1.2 APPELLANT IS NOT THE OWNER OR MUNICIPALITY IS THE APPELLANT

NAME OF APPELLANT

IDENTITY NO.

COMPANY OR CC
REGISTRATION NO

POSTAL ADDRESS
OF APPELLANT

CODE

TELEPHONE NO.

HOME

()

WORK

()

CELL

FAX NO.

()

EMAIL ADDRESS

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

1.3 AUTHORISED REPRESENTATIVE OF THE APPELLANT

NAME OF REPRESENTATIVE

POSTAL ADDRESS	<input type="text"/>	CODE	<input type="text"/>	
TELEPHONE NO.	HOME	<input type="text" value="()"/>	WORK	<input type="text" value="()"/>
CELL	<input type="text"/>	FAX NO.	<input type="text" value="()"/>	
EMAIL ADDRESS	<input type="text"/>			

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

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

PHYSICAL ADDRESS

CODE

EXTENT OF
PROPERTYm²MUNICIPAL ACCOUNT
NO.

(if available)

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

(if applicable)

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

<input type="text"/>			
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

YES

NO

IF YES

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"/>

Prepared by:

TELEVISION ROOM		LAUNDRY		SEPARATE TOILET	
OTHER				OTHER	
OTHER				OTHER	

OUTBUILDINGS

NO. OF GARAGES		SIZE OF MAIN DWELLING		m ²
GRANNY FLAT/ROOMS		SIZE OF OUTBUILDING		m ²
OTHER		SIZE OF OTHER BUILDINGS		m ²
OTHER BUILDINGS (ATTACH ANNEXURE)		TOTAL BUILDING SIZE		m ²

OTHER:	SWIMMING POOL		TENNIS COURT				
	BOREHOLE		GARDEN		GOOD	AVERAGE	POOR
	OTHER		OTHER				

FENCING:		FRONT	BACK	SIDE 1	SIDE 2
	TYPE				
	HEIGHT				

DRIVE WAY (e.g Bricks, pavers)

--

IS YOUR PROPERTY SITUATED IN A BOOMED AREA OR SECURITY

Tick✓

YES	NO

OTHER FEATURES _____

GENERAL CONDITION OF PROPERTY

Tick✓

GOOD		AVERAGE		POOR	
------	--	---------	--	------	--

Complete: Erf/Unit No Area/Scheme Name

PLEASE COMPLETE THE BOTOM OF EACH PAGE

Prepared by:

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	m ²
------------	--	----------------	--	--------------------	--	-----------	----------------

NAME OF MANAGING AGENT		TEL NO	
------------------------	--	--------	--

INDICATE NUMBER OR STATE YES/NO IN APPROPRIATE BOX

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			

MONTHLY LEVY

R	
---	--

DETAILS OF EXCLUSIVE USE AREAS

COMMON PROPERTY CONSISTS OF:

SWIMMING POOL	
TENNIS COURT	
OTHER	
OTHER	
OTHER	

GARAGE	
CARPORT	
OPEN PARKING	
STORE ROOM	
GARDEN	
OTHER	

SECTION 5: MARKET INFORMATION

Prepared by:

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

R	
---	--

IF YOUR PROPERTY HAS BEEN ON THE MARKET IN THE LAST 3 YEARS WHAT WAS THE ASKING PRICE?

R	
---	--

OFFER
RECEIVED

R	
---	--

OFFER
RECEIVED

R	
---	--

NAME OF AGENT

--

TEL NO

--

SALE TRANSACTIONS (OF OTHER PROPERTIES IN THE VICINITY) USED BY THE APPELLANT IN DETERMINING THE MARKET VALUE OF PROPERTY OBJECTED TO

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

SECTION 6: APPEAL DETAILS

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

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

Prepared by:

Complete: Erf/Unit No Area/Scheme Name

PLEASE COMPLETE THE BOTOM OF EACH PAGE

Prepared by:

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.

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

Prepared by:

NAME OF THE CHAIRPERSON OF
THE 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 BOTOM OF EACH PAGE

Prepared by:

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

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 ROLL/SUPPLEMENTARY 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 OBJECTED TO)

ERF/PORTION/UNIT
NO.

SUBURB/FARM/
SCHEME

FARM NO.

REG. DIV

SECTION 1: APPELLANT INFORMATION

1.1 APPELLANT IS THE OWNER

REGISTERED OWNER OF PROPERTY

IDENTITY NO.

COMPANY OR CC
REGISTRATION NO

PHYSICAL ADDRESS
OF OWNER

CODE

POSTAL ADDRESS
OF OWNER

CODE

TELEPHONE NO.

HOME

WORK

Prepared by:

CELL FAX NO. ()

EMAIL ADDRESS

1.2 APPELLANT IS NOT THE OWNER OR MUNICIPALITY IS THE APPELLANT

NAME OF APPELLANT

IDENTITY NO. COMPANY OR CC REGISTRATION NO

POSTAL ADDRESS OF APPELLANT CODE

TELEPHONE NO. HOME () WORK ()

CELL () FAX NO. ()

EMAIL 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.

()

EMAIL ADDRESS

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

Complete: Erf/Unit No Area/Scheme Name

PLEASE COMPLETE THE BOTOM OF EACH PAGE

Prepared by:

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

SECTION 2: PROPERTY 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	(if applicable)
<input type="text"/>	<input type="text"/>	

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

<input type="text"/>			
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	YES	NO
IF YES	<input type="text"/>	
DATE OF PAYMENT	<input type="text"/>	AMOUNT
		R <input type="text"/>

SECTION 3: DESCRIPTION OF BUILDINGS (FOR SECTIONAL TITLE COMPLETE SECTION 4)

(INFORMATION UNDER 3.1 TO 3.4 TO BE SUPPLIED BY MEANS OF ANNEXURES AS FOLLOWS)

3.1 TENANT AND RENT INFORMATION - ANNEXURE A

Prepared by:

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

3.2 SCHEDULE OF EXPENSES INCLUDING: MUNICIPAL, ADMINISTRATION, INSURANCES, SECURITY etc. - ANNEXURE B

3.3 STATEMENT OF INCOME & EXPENDITURE FOR PREVIOUS FINANCIAL YEAR - ANNEXURE C

3.4 BUILDING SIZES - ANNEXURE D

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

3.5 IF THE PROPERTY HAS NOT BEEN DEVELOPED TO ITS HIGHEST AND BEST USE, INDICATE THE EXTENT OF LAND THAT IS AVAILABLE FOR FURTHER DEVELOPMENT

	m ²
--	----------------

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

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	m ²
------------	--	----------------	--	--------------------	--	-----------	----------------

NAME OF MANAGING AGENT		TEL NO	
------------------------	--	--------	--

SHOPS	m ²	OTHER		m ²
OFFICES	m ²	OTHER		m ²
FACTORIES	m ²	OTHER		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	
---	--

DETAILS OF EXCLUSIVE USE AREAS

COMMON PROPERTY CONSISTS OF:

SWIMMING POOL	
TENNIS COURT	
OTHER	
OTHER	
OTHER	

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

SECTION 5: MARKET INFORMATION

Prepared by:

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 IN THE LAST 3 YEARS WHAT WAS THE ASKING PRICE?

R	
---	--

OFFER
RECEIVED

R	
---	--

NAME OF AGENT

--

TEL NO

--

SALE TRANSACTIONS USED BY THE APPELLANT IN DETERMINING THE MARKET VALUE OF THE PROPERTY APPEALED TO (IF INSUFFICIENT SPACE PROVIDE ANNEXURE F)

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

SECTION 6: APPEAL DETAILS

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

Prepared by:

**ADVERSE FEATURES AND/OR FURTHER REASONS IN SUPPORT OF THIS APPEAL (ANNEXURE G
CAN BE PROVIDED)**

Complete: Erf/Unit No Area/Scheme Name

PLEASE COMPLETE THE BOTOM OF EACH PAGE

Prepared by:

FORM B: PROPERTIES OTHER THAN RESIDENTIAL OR AGRICULTURAL (e.g. business, 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 FUNCTION 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

Prepared by:

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 BOTOM OF EACH PAGE

Prepared by:

FORM C: AGRICULTURAL HOLDINGS OR FARMS

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 ROLL/SUPPLEMENTARY 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)

**HOLDING/PORTION
NO.**

**AGRICULTURAL
HOLDING/FARM**

FARM NO.

REG. DIV

SECTION 1: APPELLANT INFORMATION

1.1 APPELLANT IS THE OWNER

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

Prepared by:

CELL FAX NO. ()

EMAIL ADDRESS

1.2 APPELLANT IS NOT THE OWNER OR MUNICIPALITY IS THE APPELLANT

NAME OF APPELLANT

IDENTITY NO. COMPANY OR CC REGISTRATION NO

POSTAL ADDRESS OF APPELLANT CODE

TELEPHONE NO. HOME () WORK ()

CELL FAX NO. ()

EMAIL 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.

EMAIL ADDRESS

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

Complete: Portion/Holding No Farm/Holding

PLEASE COMPLETE THE BOTOM OF EACH PAGE

Prepared by:

FORM C: AGRICULTURAL HOLDINGS OR FARMS**SECTION 2: PROPERTY DETAILS**PHYSICAL ADDRESS
(IF AVAILABLE)

CODE

EXTENT OF
PROPERTY
m²MUNICIPAL
ACCOUNT NO

(if available)

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

(if applicable)

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

<input type="text"/>			
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

YES

NO

IF YES:-

DATE OF PAYMENT

AMOUNT

R

SECTION 3: DESCRIPTION OF BUILDINGS**3.1 MAIN DWELLING ON FARM/HOLDING**

(INDICATE NUMBER OR STATE YES/NO IN APPROPRIATE BOX)

Prepared by:

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

NON AGRICULTURAL
(REFER TO 3.3)

GRAZING

UNDER IRRIGATION

DRY LAND

PERMANENT CROPS

OTHER

OTHER

OTHER

ha
ha
ha
ha
ha
ha
ha
ha

CONDITION OF FENCES

GOOD	AVERAGE	POOR

AREA GAME FENCED

ha

NUMBER OF
BOREHOLES

OUTPUT
LITRES/HOUR

DAMS

CAPACITY

Prepared by:

TOTAL

	ha
--	----

IS THE PROPERTY EXPOSED TO A RIVER?

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

Complete: Portion/Holding No **Farm/Holding**

PLEASE COMPLETE THE BOTOM OF EACH PAGE

Prepared by:

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

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

IF YES: DETAILS:HAS YOUR AGRICULTURAL HOLDINGS PROPERTY BEEN
EXCISED

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

IF YES: NEW FARM DESCRIPTIONHAS THE TOWNSHIP BEEN APPLIED FOR OR
PROCLAIMED?

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

IF YES: FULL DETAILS**TENANT AND RENT INFORMATION - ANNEXURE C**

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

SECTION 4: MARKET INFORMATIONIF YOUR PROPERTY IS CURRENTLY ON THE
MARKET WHAT IS THE ASKING PRICE?IF YOUR PROPERTY HAS BEEN ON THE MARKET
IN THE LAST 3 YEARS WHAT WAS THE ASKING
PRICE?

Prepared by:

R	
---	--

R	
---	--

OFFER
RECEIVED

R	
---	--

OFFER
RECEIVED

R	
---	--

NAME OF AGENT

--

TEL NO

--

SALE TRANSACTIONS USED BY THE APPELLANT IN DETERMINING THE MARKET VALUE OF THE PROPERTY APPEALED TO (IF INSUFFICIENT SPACE PROVIDE ANNEXURE D)

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

SECTION 5: APPEAL DETAILS

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

ADVERSE FEATURES AND/OR FURTHER REASONS IN SUPPORT OF APPEAL (ANNEXURE E CAN BE PROVIDED)

Prepared by:

Complete: Portion/Holding No Farm/Holding

PLEASE COMPLETE THE BOTTOM OF EACH PAGE

Prepared by:

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 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 7: DECISION OF THE VALUATION APPEAL BOARD**

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

REASONS OF THE VALUATION APPEAL BOARD

Prepared by:

NAME OF THE CHAIRPERSON OR
VALUATION APPEAL BOARD

SIGNATURE:

DATE

YEAR	MONTH	DAY

SECTION 8: NOTIFICATION OF OUTCOME

VALUATION ROLL ADJUSTED

APPELLANT NOTIFIED

OWNER NOTIFIED

SIGNATURE	DATE

Complete: Portion / Holding No. Farm/Holding

PLEASE COMPLETE THE BOTOM OF EACH PAGE

Prepared by:

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

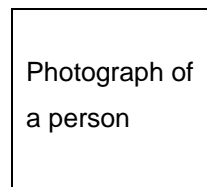
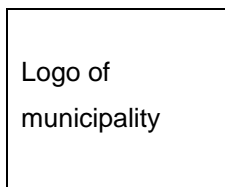
**Delete whichever is not applicable*

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



(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 _____

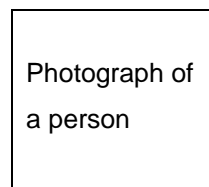
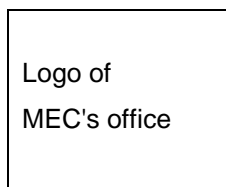
Signature of issuing authority within the municipality _____

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



(Name of authorizing Province)

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