

Proforma for Self Assessment of Property Tax

I hereby furnish the following details to the Municipal Corporation Panchkula _____ for the assessment year _____ as an obligation towards the self assessment of Property Tax as per the provisions of the Haryana Municipal Corporation Act, 1994/Haryana Municipal Act, 1973 and Property Tax notification no.S.O. 85/HA.16/1994/S 87 dated 11th October 2013.

Sr No	General Details (Write Yes/ No in the boxes given below)							
1	Municipality:		Municipal Corporation Panchkula _____					
2	Property Address		Property/ House No.				Ward No.	
			Sector/ Colony Name					
			City			Pin Code		
3	Property ID (if any)							
4	Residential []	If Yes, Sub-Type	House [] Flat []					
5	Commercial []	If Yes, Sub-Type	Shop [] Commercial Space []					
6	Institutional []	If Yes, Sub-Type	Comm. [] Non Comm. [] Educational []					
7	Industrial []	8. Special Category [] If Yes, Select Sub-Type below						
	Private Hospitals [] If Yes , No. of Beds [] Marriage Palaces [] Stand Alone Cinema Halls [] Cinema Halls In Malls/ Multiplex [] Banks [] Storage Godown [] Grain Market/ Subzi mandi/ Timber Market/ Sub-Market Yard- Notified by HSAMB [] If Yes , Shops [], Booth [] Clubs [] Hotels Upto 3 star [] Hotels Above 3 star [] Other Institutions like stand-alone hostels, paying guest houses etc [] Private Office Buildings [] Restaurants []							
9	No. of Floors	G.F. []	F.F []	S.F []	T.F []	Basement []		
10	Name of Owner / Name of Organization				Name of Contact Person			
11	Contact No.	(i) Landline	-	(ii) Mobile	+91 -	Email:		
12	Property Details (Write Yes/ No in the boxes given below)							
13	Plot Status		Vacant [] Constructed []		14. Occupancy status		Self [] Rented []	
15	Size of Plot/ Land (Sq. Yd)							
16	Carpet Area (in case of Flats, Commercial Spaces, Spl. Cat.) (Sq. ft.)							
	Rented Area (for Comm. Only) (Sq. ft/Sq. yd)		Sq. ft/ Sq. yd					
17	Rebate Clause (Write Yes/ No in the boxes given below)							
18	Religious properties [] Orphanage [] Alm houses [] Municipal buildings [] Cremation/ Burial ground [] Dharamshala [] Central or State govt. office [] Public Sector Undertaking []							
19	Owner is a Defence/ Paramilitary Force personnel [] Ex-Service/ Paramilitary Force personnel or his/ her spouse [] Family of Deceased Soldiers/ Ex-Servicemen [] Ex-Central Paramilitary Force personnel []							
20	Is property owned by Freedom Fighter or his/her spouse and War Widows []							
21	Is plot used for horticulture/ agriculture purpose []							
	Self-assessed Tax (Write Yes/ No in the boxes given below)							(Rs.)
22	Property Tax	Residential	Commercial	Industrial	Institutional	Total	Rebate	Balance
	Fire Tax (@10% of property tax other than residential properties)			Total (22+23)	No. of Years		Total Tax	
23	Period of Settlement of Arrears		from to		Arrear Amount			
24	Tax if already paid		G8 No. and Date (please attach proof)		Balance to be Paid/ Adjusted			
25	Total Amount Payable							
It is certified that the particulars filled in this form are true and correct to the best of my knowledge, nothing has been concealed. I further declare that I shall be responsible for discrepancy as per provision made in the new property tax notification dated 11.10.2103 and Haryana Municipal Corporation Act, 1994.								
	Place:				Signature of Property Owner			
	Date :							

Instructions Overleaf