

FORM B (R): VALUATION REVIEW FORM FOR NON-RESIDENTIAL PROPERTIES

PROPERTIES OTHER THAN RESIDENTIAL OR AGRICULTURAL (eg businesses, factories, offices, schools)



Account No

Review No

TO: THE MUNICIPAL MANAGER
NEWCASTLE MUNICIPALITY

FROM: THE OWNER - LODGING OF A "REVIEW" IN TERMS OF SECTION 78 (5) OF THE MUNICIPAL PROPERTY RATES ACT PERTAINING TO ANY MATTER REFLECTED IN THE SUPPLEMENTARY VALUATION. NOTICE OF SUPPLEMENTARY VALUATION DATED/...../ 20.....

- Notes for completing this form:
- 1. Complete a separate form for each property review.
 - 2. In the case of Sectional Title, a form must be completed for each section under review.
 - 3. Delete whichever is not applicable.
 - 4. All sections shaded in grey are mandatory, and must be completed to be a valid review form.

SECTION 1 : PROPERTY INFORMATION

1.0 DESCRIPTION OF THE PROPERTY IN RESPECT OF WHICH THE REVIEW IS MADE			
ERF NUMBER / SECTION NUMBER	PORTION	TOWNSHIP NAME/SCHEME NAME	TOWNSHIP EXT/ SCHEME NO
ERF EXTENT / UNIT SIZE (m²)	FLAT NO/ DOOR NO	PHYSICAL ADDRESS	

1.1 OWNER DETAILS			
NAME OF OWNER			
IDENTITY NO.		COMPANY OR CC REGISTRATION NO	
POSTAL ADDRESS		CODE	
TELEPHONE NO	HOME	WORK	
	CELL	FAX	
EMAIL ADDRESS (if available)			

SECTION 2 : REVIEW DETAILS

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

REVIEW DETAILS	PARTICULARS AS REFLECTED IN THE SUPPLEMENTARY VALUATION	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 LIMITATIONS AND CONDITIONS

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 – ANNEXTURE A

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

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

5.4 BUILDING SIZES – ANNEXTURE 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

m²

OTHER FEATURES OF BUILDINGS: REASONS IN SUPPORT OF THIS REVIEW (Please note: Reasons for the review with applicable comparable sales for values must be provided and if necessary under additional supporting evidence by annexures)

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SECTION 6 : SECTIONAL TITLE UNITS

NAME OF MANAGING AGENT	TEL NO.
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SIZE OF SECTION (for Market Value review, this section must be completed, where applicable)

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 – TO PROVIDE AS AN 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	
TENNIS COURT	
OTHER	
OTHER	
OTHER	

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

ADVERSE FEATURES AND/OR FURTHER REASONS IN SUPPORT OF THIS REVIEW (Please note with any review must be provided and comparable if applicable – provide annexure if necessary)



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SECTION 7 : MARKET INFORMATION

7.1. IF YOUR PROPERTY IS CURRENTLY ON THE MARKET:			7.2. IF YOUR PROPERTY HAS BEEN ON THE MARKET FOR THE LAST 3 YEARS:	
WHAT IS THE ASKING PRICE	R		WHAT WAS THE ASKING PRICE	R
OFFER RECEIVED	R		OFFER RECEIVED	R
NAME OF AGENT		TEL NO		

SALE TRANSACTION (OF OTHER PROPERTIES IN THE VICINITY) USED BY THE OWNER IN DETERMINING THE MARKET VALUE OF PROPERTY UNDER REVIEW. NB – For Market Value Reviews, at least one Comparable Sale must be provided as EVIDENCE

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