

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



ACCOUNT NO									
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REFERENCE No.	
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**NON REFUNDABLE CHARGE OF  
R151.80**

**THE MUNICIPAL MANAGER  
NEWCASTLE MUNICIPALITY**

REQUEST FOR QUERY AGAINST PROPERTY REFLECTED IN THE VALUATION ROLL

**THIS IS NOT AN OFFICIAL OBJECTION FORM IN TERMS OF THE MUNICIPAL PROPERTY RATES ACT**  
Please note that the effective date for any adjustment made as a result of a query is effective from the date of the next Supplementary Valuation Roll, not from the effective date of the Valuation Roll against which this query was made

Notes for completing this form:

- > Complete a separate form for each entry queried
- > Delete whichever is not applicable

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

ERF NO SECTION NO	
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TOWNSHIP / SCHEME NAME	
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**SECTION 1:  
1.1 OWNER INFORMATION**

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		
E-MAIL ADDRESS					

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

PHYSICAL ADDRESS		CODE	
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EXTENT OF PROPERTY		M <sup>2</sup>
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MUNICIPAL ACCOUNT NO		(If available)
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NAME OF BOND HOLDER	REGISTERED AMOUNT OF BOND

(If available)

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

SERVITUDE NO		AFFECTED AREA	
IN FAVOUR OF			
FOR WHAT PURPOSE			

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



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**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 CONTRIBUTIONS	TERM OF LEASE	START DATE
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**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 <sup>2</sup>	DESCRIPTION e.g. used as a shop, offices etc.	CONDITION
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**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 <sup>2</sup>
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**OTHER FEATURES OF BUILDINGS: (PROVIDE ANNEXURE E IF NECESSARY)** \_\_\_\_\_

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**SECTION 4: SECTIONAL TITLES UNITS**

SCHEME NO	NAME OF SCHEME	FLAT NO/ DOOR NO	UNIT SIZE	M <sup>2</sup>
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NAME OF MANAGING AGENT	TEL NO.
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SHOPS	M <sup>2</sup>	OTHER	M <sup>2</sup>
OFFICES	M <sup>2</sup>	OTHER	M <sup>2</sup>
FACTORIES	M <sup>2</sup>	OTHER	M <sup>2</sup>

**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 <sup>2</sup>
CARPORT	M <sup>2</sup>
OPEN PARKING	M <sup>2</sup>
STORE ROOM	M <sup>2</sup>
GARDEN	M <sup>2</sup>
OTHER	M <sup>2</sup>

**COMMON PROPERTY CONSISTS OF:**

SWIMMING POOL	
TENNIS COURT	
OTHER	
OTHER	
OTHER	

**SECTION 5: 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 BY THE OWNER IN DETERMINING THE MARKET VALUE OF PROPERTY QUERIED

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

**SECTION 6: QUERY DETAILS**

	PARTICULARS AS REFLECTED IN THE VALUATION ROLL	CHANGES REQUESTED BY OWNER
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 QUERY (ANNEXURES CAN BE PROVIDED)

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IT IS ACCEPTED BY ME THAT THIS QUERY IS NOT A PROCESS AS PROVIDED FOR IN THE MUNICIPAL PROPERTY RATES ACT AND THAT ACCORDINGLY THE MUNICIPALITY WILL BE PRIORITISING THE COMPLETION OF OBJECTIONS TO THE ROLL BEFORE PROCESSING THIS QUERY

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_