

**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 R160.90**

**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		TOWNSHIP / SCHEME NAME	
SECTION NO			

**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	M <sup>2</sup>
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

AREA	M <sup>2</sup>
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: \_\_\_\_\_