

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

APPEAL NO:

**LOGGING OF AN APPEAL AGAINST A MATTER REFLECTED IN OR OMITTED FROM THE VALUATION ROLL FOR THE PERIOD**

Erf / Portion / Unit No:  Scheme Name:

**SECTION 1.1: APPELLANT INFORMATION**

Registered Owner of Property:

Identity No:  Company or C.C.Registration:

Physical Address of Owner:  Code:

Postal Address of Owner:  Code:

Telephone No: (Home)  Telephone No: (Work)

Cell No:  Fax No:

E-mail Address:

**SECTION 1.2: APPELLANT IS NOT THE OWNER OR MUNICIPALITY IS THE APPELLANT**

Name of Appellant:

Identity No:  Company or C.C.Registration:

Postal Address of Appellant:  Code:

Telephone No: (Home)  Telephone No: (Work)

Cell No:  Fax No:

E-mail Address:

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

**SECTION 1.3: AUTHORISED REPRESENTATIVE OF THE APPELLANT**

Name of Representative:

Identity No:  Company or C.C.Registration:

Postal Address of Representative:  Code:

Telephone No: (Home)  Telephone No: (Work)

Cell No:  Fax No:

E-mail Address:

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

Erf / Unit No:  Suburb / Scheme Name:

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

Physical Address:  Code:

Extent of Property (m<sup>2</sup>):

Municipal Account Number:

Name of Bond Holder:  Registered Amount of Bond:

**PROVIDE FULL DETAILS OF ALL SERVITUDES, ROAD 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:

**SECTION 3: DESCRIPTION OF BUILDINGS (FOR SECTIONAL TITLES SEE SECTION 4)**

(Information under 3.1 to 3.4 to be supplied by means of Annexure as follows)

**3.1 Tenant And Rent Information – Annexure A**

Name of Tenant:  Extent (m<sup>2</sup>):

Rental: (Exc VAT)  Escalation:  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 and Expenditure for Previous Financial Year – Annexure C**

**3.4 Building Size – Annexure D**

Building Number  Size (m<sup>2</sup>):  Description:  Condition:

**3.5 If the property has not been developed to its highest and best use, indicated the extent of land that is available for further development.**

**OTHER FEATURES OF BUILDINGS (Provide Annexure E if necessary)**

Erf / Unit No:  Suburb / Scheme Name:

**SECTION 4: SECTIONAL TITLE UNITS**

Scheme No:  Name of Scheme:  Door No:  Unit Size (m<sup>2</sup>):

Shops (m<sup>2</sup>):  Factories (m<sup>2</sup>):

Offices (m<sup>2</sup>):  Other (m<sup>2</sup>):

**TENANT AND RENT INFORMATION - ANNEXURE A**

Name of Tenant:  Extent (m<sup>2</sup>):

Rental: (Exc VAT)  Escalation:  Other Contribution:

Term of Lease:  Start Date:

**COMMON PROPERTY CONSISTS OF:**

**Detail of Exclusive Use Areas**

Monthly Levy:

Garage (m<sup>2</sup>):

Swimming Pool:

Carport (m<sup>2</sup>):

Tennis Court:

Open Parking (m<sup>2</sup>):

Other:

Store Room (m<sup>2</sup>):

Other:

Garden (m<sup>2</sup>):

**SECTION 5: MARKET INFORMATION**

Is your property currently on the market: **YES / NO**

Was your property on the market in the last 3 years:

Asking Price: (R)

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 objector 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		

Erf / Unit No:

Suburb / Scheme Name:

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

**OFFICIAL USE  
SECTION 8: DECISION OF THE VALUATION APPEAL BOARD**

Description of the Property / Unit No:

Category:

Physical Address / Door No / Flat:

Extent:

Market Value

Name of Owner:

**REASON OF THE VALUATION APPEAL BOARD**

Name of the Chairperson of the Valuation Appeal Board

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

**SECTION 9: NOTIFICATION OF OUTCOME**

	SIGNATURE	DATE
VALUATION ADJUSTED		
APPELANT NOTIFIED		
OWNER NOTIFIED		

Erf / Unit No:  Suburb / Scheme Name: