

Municipal Finance Department Assessment Division

Sub No.	Service Provided	Documents to be Submitted	Official Concerned Directly and Contact Number	Other officials and Contact Numbers	Minimum time taken to complete task.	The Applicable fee
1	Charging assessment tax	Assessment notice issued by the council	Front office Officers 011 264447	Municipal Accountant Revenue 0112 641097	04 minutes	No
2	Issuance of certificate of title and non-resting certificate	<ol style="list-style-type: none"> 1. Letter / Application requesting non-resting certificate with details of property. 2. In case the application is not the owner of the land. Consent letter / power of attorney from the owner of the land. 3. The assessment due to the council must have been paid. 	Front office Officers 01126447	Municipal Accountant Revenue 0112 641097	02 hours	The fee varies depending on the annual assessed value
3	Registration of ownership and change of ownership by summary deed	<ol style="list-style-type: none"> 1. Correctly completed application form 2. Information included in the instruction leaflet 	Front office Officers 01126447	Municipal Accountant Revenue 0112 641097	05 days	The fee varies depending on the annual assessed value.

4	Assessment related Issues	Letter of Request	Front office Officers 011264447	Municipal Accountant Revenue 0112641097	The time taken varies depending on the nature of the problem	No
5	Obtaining new assessment number and changing Assessment of properties	The assessment due to the council must have been paid.	Front office Officers 011264447	Municipal Accountant Revenue 0112641097	03 days	No

