



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

THE CHAIRPERSON: VALUATION APPEAL BOARD
Emfuleni Local Municipality

APPEAL NO.

**LOGGING OF AN APPEAL AGAINST THE DECISION OF THE MUNICIPAL VALUER REGARDING MATTERS
PERTAINING TO A SPECIFIC PROPERTY AS REFLECTED IN OR OMITTED FROM THE VALUATION ROLL FOR
THE PERIOD 1 JULY 2010 TO 30 JUNE 2011**

DESCRIPTION OF PROPERTY IN RESPECT OF WHICH THE APPEAL IS MADE
(COMPLETE A SEPARATE FORM FOR EACH ENTRY APPEALED TO)

ERF/PORION/UNIT NO.	<input type="text"/>	SUBURB/FARMS/SCHEME	<input type="text"/>	
		FARM NO.	REG. DIV	<input type="text"/>

SECTION 1: APPELLANT INFORMATION

1.1 APPELLANT IS THE OWNER

REGISTERED OWNER OF PROPERTY	<input type="text"/>			
IDENTITY NO.	<input type="text"/>	COMPANY OR C.C REGISTRATION NO.	<input type="text"/>	
PHYSICAL ADDRESS OF OWNER	<input type="text"/>	CODE	<input type="text"/>	
POSTAL ADDRESS OF OWNER	<input type="text"/>	CODE	<input type="text"/>	
TELEPHONE NO.:	HOME	<input type="text"/>	WORK	<input type="text"/>
CELL	<input type="text"/>	FAX NO.	<input type="text"/>	
E-MAIL ADDRESS	<input type="text"/>			

1.2 APPELLANT IS NOT THE OWNER OR MUNICIPALITY IS THE APPELLANT

NAME OF APPELLANT:	<input type="text"/>			
IDENTITY NO.	<input type="text"/>	COMPANY OR C.C REGISTRATION NO.	<input type="text"/>	
POSTAL ADDRESS OF APPELLANT	<input type="text"/>	CODE	<input type="text"/>	
TELEPHONE NO.:	HOME	<input type="text"/>	WORK	<input type="text"/>
CELL	<input type="text"/>	FAX NO.	<input type="text"/>	
E-MAIL ADDRESS	<input type="text"/>			
STATUS OF APPELLANT (e.g. Tenant, Pending Purchaser, Municipality, etc.)	<input type="text"/>			

1.3 AUTHORISED REPRESENTATIVE OF THE APPELLANT

NAME OF REPRESENTATIVE:	<input type="text"/>			
POSTAL ADDRESS	<input type="text"/>	CODE	<input type="text"/>	
TELEPHONE NO.:	HOME	<input type="text"/>	WORK	<input type="text"/>
CELL	<input type="text"/>	FAX NO.	<input type="text"/>	
E-MAIL ADDRESS	<input type="text"/>			

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

Complete: Erf/Unit No Area/Scheme Name
PLEASE COMPLETE THE BOTTOM OF EACH PAGE

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SECTION 2: PROPERTY DETAILS

(FOR SECTIONAL TITLES SEE SECTION 4)

PHYSICAL ADDRESS CODE

EXTENT OF PROPERTY m²

MUNICIPAL ACCOUNT NO. (If available)

NAME OF BOND HOLDER	REGISTERED AMOUNT OF BOND
<input type="text"/>	<input type="text"/>

(If applicable)

PROVIDE FULL DETAILS OF ALL SERVITUDES, ROAD PROCLAMATIONS OR OTHER ENDORSEMENTS AGAINST THE PROPERTY (If applicable)

SERVITUDE NO.	AFFECTED AREA	m ²
IN FAVOUR OF		
FOR WHAT PURPOSE		

WAS COMPENSATION PAID IF YES:-

YES	NO
<input type="text"/>	<input type="text"/>

DATE OF PAYMENT

AMOUNT

R

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 CONTRIBUTION	TERM OF LEASE	START DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3.2 SCHEDULE OF EXPENSES INCLUDING: MUNICIPAL, ADMINISTRATION, INSURANCE, SECURITY, etc. – ANNEXURE “B”

3.3 STATEMENT OF INCOME AND EXPENDITURE FOR PREVIOUS FINANCIAL YEAR – ANNEXURE “C”

3.4 BUILDING SIZES – ANNEXURE “D”

BUILDING NO.	SIZE m ²	DESCRIPTION e.g. used as a shop, office, etc.	CONDITION
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 m²

OTHER FEATURES OF BUILDINGS: (PROVIDE ANNEXURE “E” IF NECESSARY) _____

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SECTION 4: SECTIONAL TITLE UNITS

SCHEME NO. NAME OF SCHEME FLAT NO./ DOOR NO. UNIT SIZE m²

NAME OF MANAGING AGENT TEL.NO. ()

SHOPS		m ²	OTHER		m ²
OFFICES		m ²	OTHER		m ²
FACTORIES		m ²	OTHER		m ²

TENANT AND RENT INFORMATION – ANNEXURE “A”

NAME OF TENANT	SIZE	RENTAL (EXCL. VAT)	ESCALATION	OTHER CONTRIBUTION	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

SECTION 5: MARKET INFORMATION

IF YOUR PROPERTY IS CURRENTLY ON THE MARKET WHAT IS THE ASKING PRICE?

R

IF YOUR PROPERTY HAS BEEN ON THE MARKET IN THE LAST 3 YEARS WHAT WAS THE ASKING PRICE?

R

OFFER RECEIVED

R

OFFER RECEIVED

R

NAME OF AGENT:

TEL NO.

()

SALES TRANSACTIONS USED BY THE APPELLANT IN DETERMINING THE MARKET VALUE OF THE PROPERTY APPEALED TO (IF INSUFFICIENT SPACE PROVIDE ANNEXURE “F”)

ERF/PORION/UNIT NO	SUBURB/FARM/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		

ADVERSE FEATURES AND/OR FURTHER REASONS IN SUPPORT OF THIS APPEAL (ANNEXURES “G” CAN BE PROVIDED)

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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.

	YEAR	MONTH	DAY
DATE:			

SIGNATURE

OFFICIAL USE

SECTION 8: DECISION OF THE VALUATION APPEAL BOARD

DESCRIPTION OF THE PROPERTY/UNIT NO.	
CATEGORY	
PHYSICAL ADDRESS/DOOR NO./FLAT NO.	
EXTENT	
MARKET VALUE	
NAME OF OWNER	

8.1 REASONS OF THE VALUATION APPEAL BOARD

NAME OF THE CHAIRPERSON
OF THE VALUATION APPEAL BOARD

DATE

YEAR	MONTH	DAY

SIGNATURE

SECTION 9: NOTIFICATION OF OUTCOME

	SIGNATURE	DATE
VALUATION ROLL ADJUSTED		
APPELLANT NOTIFIED		
OWNER NOTIFIED		

Complete: Erf/Unit No Area/Scheme Name

PLEASE COMPLETE THE BOTTOM OF EACH PAGE