



## APPEAL FORM

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

Appeal No.

The Chairperson: Valuation Appeal

.....Municipality

Lodging of an appeal against a matter reflected in or omitted from the valuation roll / supplementary valuation roll\* for the period 1 July.....to 30 June.....

\*Delete whichever is not applicable

Description of property in respect of which the appeal is made  
(Complete a separate form for each entry appealed to)

Erf / Unit  
No.

Suburb / Scheme  
Name

Farm No.

Reg. Div



## Section 1: Appellant Information

### 1.1 Appellant is the Owner

Registered Owner of the 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

### 1.2 Appellant is not the Owner or Municipality is the Appellant

Name of Appellant

Identity No.  Company or CC



Registration No.

Postal address  Code

Telephone No. Home  ( ) Work  ( )

Cell  ( ) Fax No.  ( )

Email Address

Status of Appellant (e.g. Tenant, Pending Purchaser, Municipality, etc)

### 1.3 Authorised Representative of the Appellant

Name of Representative

Postal Address Of Owner  Code

Telephone No. Home  ( ) Work  ( )

Cell  Fax  ( )

E-mail Address



If a representative is appointed, proof of authorisation must be attached

Complete: Erf /Unit No.....Area / Scheme  
Name.....

**Section 2: Property Details (For Sectional Titles see Section 4)**

Physical Address If applicable  Code

Extent of property  m<sup>2</sup>

Municipal Account applicable  if

Name of Bond Holder	Registered Amount of Bond

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 Amount  
If yes:- Date of  payment 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 [\(TO BE ATTACHED\)](#)

Name of tenant	Improvement Size m <sup>2</sup>	Rental (excl VAT)	Description e.g. used as a shop, office , etc	Escalation Rate (%)	Term of lease	Start date

3.2 Schedules of expenses including municipal, administration, insurances, security, etc- Annexure B [\(TO BE ATTACHED\)](#)

3.3 Statement of income and expenditure for previous financial year- Annexure C

3.4 Building size- Annexure D

Building No.	Size m <sup>2</sup>	Description e.g. used as a shop, office etc	Condition

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>

Other features of the buildings: (provide Annexure E if necessary)

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Complete: Erf / Unit No..... Area Scheme Name.....

**Section: 4 Sectional Titles Units**

Scheme No.  Name of scheme  Flat No. / Door No.

Unit size

Name of Managing Agent  Tel no.

Shops	<input type="text"/>	m <sup>2</sup>
Offices	<input type="text"/>	m <sup>2</sup>
Factories	<input type="text"/>	m <sup>2</sup>

Other	<input type="text"/>	m <sup>2</sup>
Other	<input type="text"/>	m <sup>2</sup>
Other	<input type="text"/>	m <sup>2</sup>

Tenant and rent information- Annexure A (TO BE ATTACHED)

Name of tenant	Size m <sup>2</sup>	Rental Excl VAT	Escalation	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"/>



Monthly Levy	R				
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Common Property consists of:  
areas

Swimming pool	
Tennis court	
Other	
Other	

Details of exclusive use

Garage	
Carport	
Open parking	
Storeroom	
Garden	
Other	

### Section 5: Market Information

If your property is currently on market, what is the asking price?  
was

R	
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Offer received

R	
---	--

If your property has been on the Market in the last 3 years what  
the asking price?

R	
---	--

Offer received

R	
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Name of agent

Tel



Sale transactions (of other properties in the vicinity) used by the appellant in determining the market value of the property objected to (if insufficient space provide Annexure F)

Erf / Ptn / Unit No	Suburb / Scheme name	Date of Sale	Selling price

### Section 6 : Appeal Details

	Particulars as reflected in the valuation roll	Changes requested by the appellant
Description of the property		
Category		
Physical address / Door		





No / Flat No.		
Extent		
Market Value		
Name of Owner		

Adverse features and /or further reasons in support of this appeal (annexure can be provided)

Complete: Erf / Unit No..... Area / 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 have so have provided any such document, information or particulars has placed an unnecessary burden on the function of the municipal Valuer or the appeal board.



I / We.....hereby declare that the information and particulars supplied are true and correct.

Date

Year	Month	Day

.....  
Signature

**OFFICIAL USE**

**Section 8: Decision of Municipal Valuer**



Description of the property / unit no.	
Category	
Physical address / Door No. / Flat no.	
Extent	
Market Value	
Name of Owner	

Reasons of the Municipal Valuer

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Name of Municipal Valuer / Assistant.....  
 Municipal Valuer\*

\*Delete whichever is not applicable

Signature

Year	Month	Day



**Section 9: Notification of Outcome**

	Signature	Date
Valuation Roll Adjusted		
Appellant Notified		
Owner Notified		
Section 52 (1) (a) Where applicable		

Complete: Erf / Unit No .....Area / Scheme Name  
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