



## Application for Assessment of Property Tax at NKDA

(Type: Apartment / Flat /Apportioned Unit.)

Date of Completion or Possession or Purchase of the property, whichever comes earlier :\*  (DD/MM/YYYY)

### Details of Entity filing Assessment Return

<b>Salutation*</b>	Mr. / Mrs./ Ms. / Janab / Md. / Dr. / Mx./ Sk.	<b>First Name*</b>	<input type="text"/>
<b>Middle Name :</b>	<input type="text"/>	<b>Last Name :</b>	<input type="text"/>
<b>Date Of Birth or Date of Incorporation* :</b>	<input type="text"/>	<b>Age* :</b>	<input type="text"/>
<b>Gender* :</b>	Male/ Female/ Mx	<b>Date of Application* :</b>	<input type="text"/>
<b>Mobile No* :</b>	<input type="text" value="Validate Your Mobile No."/>	<b>E-mail :</b>	<input type="text"/>
<b>Aadhaar Card No :</b>	<input type="text"/>	<b>Nationality* :</b>	<input type="text"/>
<b>Relation to Property*</b>	Recorded Owner <input type="checkbox"/> Present Owner <input type="checkbox"/> Tenant OR Occupier <input type="checkbox"/> Authorized Representative <input type="checkbox"/> Others <input type="checkbox"/>	<b>Name of Owner(s)* :</b>	<input type="text"/>
<b>Specify, if Others :</b>	<input type="text"/>	<b>PAN Number* :</b>	<input type="text"/>

### Address of the Property

<b>Action Area* :</b>	1 / 1 (Sub-CBD) / 2 / 2 (Sub-CBD) / 3 / 3 (Sub-CBD) / CBD	<b>Premises No* :</b>	<input type="text"/>
<b>Plot No :</b>	<input type="text"/>	<b>Pin Code* :</b>	<input type="text"/>
<b>Country* :</b>	India	<b>State* :</b>	West Bengal
<b>District* :</b>	North 24 Parganas <input type="checkbox"/> South 24 Parganas <input type="checkbox"/>	<b>Sub-division* :</b>	<input type="text"/>
<b>Rural or Urban* :</b>	Urban	<b>Corporation / Municipality / Industrial Township / Notified Area Authority* :</b>	Development Authority
<b>Block/Municipality/Corporation Name* :</b>	N.K.D.A	<b>Village or Ward :</b>	<input type="text"/>
<b>Police Station :</b>	<input type="text"/>	<b>Post Office :</b>	<input type="text"/>
<b>Address Line 1* :</b>	<input type="text"/>	<b>Address Line 2 :</b>	<input type="text"/>
<b>Area code* :</b>	A / B / C / D / E / F / G / H		



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**Communication Address of Applicant**  Same as previous address

Country\* :  State\* : West Bengal / Others

District\* :  Sub-division\* :

Rural or Urban\* :  Corporation / Municipality / Industrial Township / Notified Area :

Block/Municipality/ Corporation Name\* :  Authority\* :

Police Station :  Village or Ward :

Address Line 1\* :  Post Office :

PIN code\* :  Address Line 2 :

**Details of Tax Saathi**

Are you availing the help of Tax Saathi? \* : Yes / No If Yes, Name of Tax Saathi :

Enrolment No :

**Type and Location of Property**

Type of Property \* : (1) Vacant Land / Under Construction Building  Location \* : Property abutted by roads having width up to 20 mtr.

(2) Apartment / Flat / Apportioned Unit.  Property abutted by roads having width above 20 mtr but up to 40 mtr.

(3) Land Comprising Building (Single Assessment unit)  Property abutted by roads having width above 40 mtr.

Whether sanctioned plinth area fully utilised? \* : Not applicable  Is Ground Coverage less than 35 percent of total plot area? \* : Not applicable

Total Covered Area (Sq Ft) including open or covered garage \* :  Total Plot Area (Sq Ft) \* :

Principal Use as per deed of conveyance \* : Residential

Educational

Institutional

Assembly

Business

Mercantile (Wholesale / Storage)

Business – Assembly

Business – Mercantile (Retail)

Mercantile (Retail) – Assembly

Industrial

Information Technology and Information Technology Enabled Services Business



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Is covered area is greater than 4000sqft and principal use non-residential? :  Not applicable  Hazardous

Property Details							
Description of property or portion of the property *	Property Category *	Covered Area (Sq. ft.) *	Vacant Plot Area (Sq. ft.) :	Age of the property	Structure* Select From Drop Down ▾	Use * Select From Drop Down ▾	Occupancy* Select From Drop Down ▾
	Building (Covered) <input type="checkbox"/> Other <input type="checkbox"/>		Not applicable	10 years or less <input type="checkbox"/> Above 10 years <input type="checkbox"/>			
	Building (Covered) <input type="checkbox"/> Other <input type="checkbox"/>		Not applicable	10 years or less <input type="checkbox"/> Above 10 years <input type="checkbox"/>			
	Building (Covered) <input type="checkbox"/> Other <input type="checkbox"/>		Not applicable	10 years or less <input type="checkbox"/> Above 10 years <input type="checkbox"/>			
	Building (Covered) <input type="checkbox"/> Other <input type="checkbox"/>		Not applicable	10 years or less <input type="checkbox"/> Above 10 years <input type="checkbox"/>			
	Building (Covered) <input type="checkbox"/> Other <input type="checkbox"/>		Not applicable	10 years or less <input type="checkbox"/> Above 10 years <input type="checkbox"/>			

N.B. Please use separate rows for different units of property. If occupancy and usage status is different for different portions of property then please use separate rows to enter details for each portion. Please use separate rows for open/covered parking area.

Other Details	
Assessee No. of Property :	<input type="text"/>
Date of Completion or Possession or Purchase of the property, whichever comes earlier * :	Yes / No
Record of Title of Property Registered * :	Yes / No
Whether owner of the Property is Central Government (Government of India)? * :	Yes / No

This is an extract of the Online Form and meant for assistance only. Not to be submitted.



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### Structure:

- (1) Non-residential / Commercial projects having covered space of 4000 sq.ft and above that includes any unit within such project irrespective of its individual area.
- (2) All residential HIG units and commercial units situated within a Special Project\*
- (3) All HIG residential units (Other than Special Project)
- (4) All MIG residential units
- (5) All LIG residential units
- (6) All Pucca properties on EWS & RR Plots only
- (7) All Semi- Pucca Properties
- (8) All Kuchcha Properties
- (9) Garage / Car Parking Space (Covered)
- (10) Garage / Car Parking Space (Open)
- (11) All Pucca Properties not falling under any of the above categories

### Use:

- (1) Residential Properties.
- (2) Garage / Car Parking Space.
- (3) Educational Institute (Private).
- (4) Health service (Private).
- (5) Office (Private).
- (6) Bank/ ATM/e-Corner (Public & Private).
- (7) Individual Standalone Shop <= 150 Sq. ft.
- (8) Mercantile (Retail)> 150 Sq. ft./ Restaurant/Restaurant with Bar/ Petrol Pump (All).
- (9) Mall/Multiplex/ Retail Establishment in Mall (All).
- (10) Theatre/Auditorium /Club (Non-Govt.)
- (11) Club in a Residential Complex.
- (12) Ceremonial House/Community Hall
- (13) Hotel 4 star and above
- (14) Hotel below 4 star / Pvt. Guest House
- (15) \*I.T. & ITES Start-up
- (16) \*\*I.T. & ITES
- (17) Communication Towers (Telecom, TV, Radio etc)
- (18) Govt. /Govt. Undertakings (except profit making organization) /Statutory Bodies Properties.
- (19) Other Commercial Properties not mentioned from Sl.No. (2) to (18)
- (20) Vacant Land / Land with under construction building

### List of Occupancy

- (1) Owner Occupied / Not Occupied
- (2) Rented / Not Owner Occupied

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