

2022 GENERAL VALUATION VALUATION QUERY FORM



NON-RESIDENTIAL PROPERTY (BUSINESS, COMMERCIAL, INDUSTRIAL, VACANT, ETC.)

A REVALUATION APPLICATION FEE IS PAYABLE ACCORDING TO THE MUNICIPAL PROPERTY VALUE SLIDING SCALE:

PROPERTY VALUE	APPLICATION FEE
R0 to R400 000	R442.00
R400 001.00 to R1 000 000	R749.00
R1 000 001 to R2 000 000	R1 122.00
R2 000 001 to R5 000 000	R1 496.00
R5 000 001	R2 245.00

**Revaluation fee to be waived for indigent applicants*
**Fees are charged in respect of revaluation queries received after the objection period has closed*

BANKING PROCEDURES:
 Bank: ABSA BANK Branch code: 632005 Account Number: 40-7953-3826
 REFERENCE: VOTE NO."1002431771" AND "ERF NO."

The Valuation Office will mail an Acknowledgement of Receipt Letter within three weeks of receipt of a query form. Should you not receive such notification kindly contact the Customer Care Centre on 041-506-5555.

KINDLY RETURN THE COMPLETED FORM WITH PROOF OF PAYMENT TO:

**THE CITY MANAGER
NELSON MANDELA BAY MUNICIPALITY**

**HAND DELIVERED:
AT A NELSON MANDELA BAY MUNICIPALITY
CUSTOMER CARE CENTRE**

**OR ALTERNATIVELY BY E-MAIL:
customercare@mandelametro.gov.za**

ERF NO. Suburb / Allotment:

Reason for query
 (Please note with any query reasons should be provided and examples)

Registered Owner of Property			Company or c.c. Registration No.
			Code
Physical Address of Owner			Code
Telephone No.	Home		Work
	Cell		Fax

E-Mail Address

Complete: Erf No Area

PROPERTY DETAILS:

PHYSICAL ADDRESS CODE

EXTENT OF PROPERTY M²

MUNICIPAL ACCOUNT NO. (If available)

DESCRIPTION OF BUILDINGS

(INFORMATION UNDER (A) TO (D) TO BE SUPPLIED BY MEANS OF ANNEXURES AS FOLLOWS)

(A) TENANT AND RENT INFORMATION – ANNEXURE A

NAME OF TENANT	SIZE	RENTAL (EXCL VAT)	ESCALATION OF RENTAL	OTHER CONTRIBUTIONS	TERM OF LEASE	START DATE
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(B) SCHEDULE OF EXPENSES INCLUDING MUNICIPAL, ADMINISTRATION, INSURANCES, SECURITY etc. ANNEXURE B

(C) STATEMENT OF INCOME & EXPENDITURE FOR PREVIOUS FINANCIAL YEAR – ANNEXURE C

(D) BUILDING SIZES – ANNEXURE D

BUILDING NO.	SIZE M ²	DESCRIPTION e.g. used as a shop, offices etc.	CONDITION
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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)

SALE TRANSACTIONS (OF OTHER PROPERTIES IN THE VICINITY) USED BY THE OBJECTOR IN DETERMINING THE MARKET VALUE OF PROPERTY

ERF NO.	SUBURB	DATE OF SALE	SELLING PRICE

Query Details		Changes Requested
Description of the Property No.		
Extent		
Market Value		
Category		
Name Of Owner		

Complete: Erf No Area

PLEASE COMPLETE THE BOTTOM OF EACH PAGE

ADVERSE FEATURES AND/OR FURTHER REASONS IN SUPPORT OF THIS QUERY (ANNEXURES CAN BE PROVIDED)

I, FULL NAME:

SIGNATURE: DATE:

HEREBY DECLARE THAT THE INFORMATION AND PARTICULARS SUPPLIED ARE TRUE AND CORRECT TO OUR/MY KNOWLEDGE

.....
OFFICIAL USE ONLY

CHECKED BY	SIGNATURE	DATE	NAME OF RESPONSIBLE OFFICIAL
VALUATIONS OFFICE			
VALUER			

Complete: Erf No Area

PLEASE COMPLETE THE BOTTOM OF EACH PAGE