

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

APPEAL NO. [ ]

THE CHAIRPERSON: VALUATION APPEAL BOARD

..... Municipality

LODGING OF AN APPEAL AGAINST THE DECISION OF THE MUNICIPAL VALUER REGARDING MATTERS PERTAINING TO SPECIFIC PROPERTY AS 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 OBJECTED TO)

ERF/PORTION/UNIT NO. [ ] SUBURB/FARM/SCHEME [ ]

SECTION 1: APPELLANT INFORMATION

FARM NO. [ ] REG. DIV [ ]

1.1 APPELLANT IS THE OWNER

REGISTERED OWNER OF PROPERTY [ ]

IDENTITY NO. [ ] COMPANY OR C.C. REGISTRATION NO. [ ]

PHYSICAL ADDRESS OF OWNER [ ] CODE [ ]

POSTAL ADDRESS OF OWNER [ ] CODE [ ]

TELEPHONE NO.: HOME ( [ ] ) WORK ( [ ] )

CELL [ ] FAX NO. ( [ ] )

E-MAIL ADDRESS [ ]

1.2 APPELLANT IS NOT THE OWNER OR MUNICIPALITY IS THE APPELLANT

NAME OF APPELLANT: [ ]

IDENTITY NO. [ ] COMPANY OR C.C. REGISTRATION NO. [ ]

POSTAL ADDRESS OF APPELLANT [ ] CODE [ ]

TELEPHONE NO.: HOME ( [ ] ) WORK ( [ ] )

CELL [ ] FAX NO. ( [ ] )

E-MAIL ADDRESS [ ]

STATUS OF APPELLANT (e.g. Tenant, Pending Purchaser, Municipality etc) [ ]

1.3 AUTHORISED REPRESENTATIVE OF THE APPELLANT

NAME OF REPRESENTATIVE: [ ]

POSTAL ADDRESS [ ] CODE [ ]

TELEPHONE NO.: HOME ( [ ] ) WORK ( [ ] )

CELL [ ] FAX NO. ( [ ] )

E-MAIL ADDRESS [ ]

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

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

PLEASE COMPLETE THE BOTOM OF EACH PAGE

**FORM B: PROPERTIES OTHER THAN RESIDENTIAL OR AGRICULTURAL (e.g businesses, factories, offices, schools)**  
**SECTION 2: PROPERTY DETAILS (FOR SECTIONAL TITLES SEE SECTION 4)**

PHYSICAL ADDRESS  CODE

EXTENT OF PROPERTY  m<sup>2</sup>

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)

<input type="text"/>		
SERVITUDE NO.	<input type="text"/>	AFFECTED AREA <input type="text"/> m <sup>2</sup>
IN FAVOUR OF	<input type="text"/>	
FOR WHAT PURPOSE	<input type="text"/>	

WAS COMPENSATION PAID IF YES:-  YES  NO

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 CONTRIBUTIONS	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, INSURANCES, SECURITY etc. - ANNEXURE B**

**3.3 STATEMENT OF INCOME & EXPENDITURE FOR PREVIOUS FINANCIAL YEAR - ANNEXURE C**

**3.4 BUILDING SIZES - ANNEXURE D**

BUILDING NO.	SIZE m <sup>2</sup>	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 IT'S HIGHEST AND BEST USE, INDICATE THE EXTENT OF LAND THAT IS AVAILABLE FOR FURTHER DEVELOPMENT**

m<sup>2</sup>

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

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**FORM B: PROPERTIES OTHER THAN RESIDENTIAL OR AGRICULTURAL (e.g businesses, factories, offices, schools)**  
**SECTION 4: SECTIONAL TITLE UNITS**

SCHEME NO.  NAME OF SCHEME  FLAT NO./ DOOR NO.  UNIT SIZE  m<sup>2</sup>

NAME OF MANAGING AGENT  TEL NO.

SHOPS	<input type="text"/> m <sup>2</sup>	OTHER	<input type="text"/> m <sup>2</sup>
OFFICES	<input type="text"/> m <sup>2</sup>	OTHER	<input type="text"/> m <sup>2</sup>
FACTORIES	<input type="text"/> m <sup>2</sup>	OTHER	<input type="text"/> m <sup>2</sup>

**TENANT AND RENT INFORMATION - ANNEXURE A**

NAME OF TENANT	SIZE	RENTAL (EXCL VAT)	ESCALATION	OTHER CONTRIBUTIONS	TERM OF LEASE	START DATE
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MONTHLY LEVY  R

**DETAILS OF EXCLUSIVE USE AREAS**

COMMON PROPERTY CONSISTS OF:

SWIMMING POOL	<input type="text"/>
TENNIS COURT	<input type="text"/>
OTHER	<input type="text"/>
OTHER	<input type="text"/>
OTHER	<input type="text"/>

GARAGE	<input type="text"/> m <sup>2</sup>
CARPORT	<input type="text"/> m <sup>2</sup>
OPEN PARKING	<input type="text"/> m <sup>2</sup>
STORE ROOM	<input type="text"/> m <sup>2</sup>
GARDEN	<input type="text"/> m <sup>2</sup>
OTHER	<input type="text"/> m <sup>2</sup>

**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/PTN/UNIT NO.	SUBURB/FARM/SCHEME NAME	DATE OF SALE	SELLING PRICE

**SECTION 6: APPEAL DETAILS**

DESCRIPTION OF THE PROPERTY/UNIT NO.	PARTICULARS AS REFLECTED IN VALUATION ROLL	CHANGES REQUESTED BY APPELLANT
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 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 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 THE VALUATION APPEAL BOARD**

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

**REASONS OF THE VALUATION APPEAL BOARD**

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NAME OF THE CHAIRPERSON OF VALUATION APPEAL BOARD

SIGNATURE:

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DATE

YEAR	MONTH	DAY

**SECTION 9: NOTIFICATION OF OUTCOME**

VALUATION ROLL ADJUSTED

APPELLANT NOTIFIED

OWNER NOTIFIED

SIGNATURE	DATE

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