

FORM A: RESIDENTIAL (FULL TITLE AND SECTIONAL TITLE USED FOR RESIDENTIAL PURPOSES)

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 APPEALED TO)

ERF/UNIT NO. [ ] SUBURB/ SCHEME NAME [ ]

SECTION 1: APPELLANT INFORMATION

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 A: RESIDENTIAL (FULL TITLE AND SECTIONAL TITLE USED FOR RESIDENTIAL PURPOSES)**  
**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)

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
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DATE OF PAYMENT  AMOUNT R

**SECTION 3: DESCRIPTION OF RESIDENTIAL DWELLING (FOR SECTIONAL TITLES SEE SECTION 4)**  
 (INDICATE NUMBER OR STATE YES/NO IN APPROPRIATE BOX)

**MAIN DWELLING**

NO. OF BEDROOMS	<input type="text"/>	NO. OF BATHROOMS	<input type="text"/>	KITCHEN	<input type="text"/>	LOUNGE	<input type="text"/>
DINING ROOM	<input type="text"/>	LOUNGE WITH DINING ROOM	<input type="text"/>	STUDY	<input type="text"/>	PLAYROOM	<input type="text"/>
TELEVISION ROOM	<input type="text"/>	LAUNDRY	<input type="text"/>	SEPARATE TOILET	<input type="text"/>		
OTHER	<input type="text"/>			OTHER	<input type="text"/>		
OTHER	<input type="text"/>			OTHER	<input type="text"/>		

**OUTBUILDINGS**

NO. OF GARAGES	<input type="text"/>	SIZE OF MAIN DWELLING	<input type="text"/> m <sup>2</sup>
GRANNY FLAT/ROOMS	<input type="text"/>	SIZE OF OUTBUILDING	<input type="text"/> m <sup>2</sup>
OTHER	<input type="text"/>	SIZE OF OTHER BUILDINGS	<input type="text"/> m <sup>2</sup>
		TOTAL BUILDING SIZE	<input type="text"/> m <sup>2</sup>

OTHER BUILDINGS (ATTACH ANNEXURE)

OTHER:

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

FENCING:

	FRONT	BACK	SIDE 1	SIDE 2
TYPE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HEIGHT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

DRIVE WAY: (e.g. Bricks, pavers)

IS YOUR PROPERTY SITUATED IN A BOOMED AREA OR SECURITY  YES  NO

OTHER FEATURES: \_\_\_\_\_

GENERAL CONDITION OF PROPERTY: (Tick  )

GOOD	<input type="checkbox"/>	AVERAGE	<input type="checkbox"/>	POOR	<input type="checkbox"/>
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**FORM A: RESIDENTIAL (FULL TITLE AND SECTIONAL TITLE USED FOR RESIDENTIAL PURPOSES)**  
**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.

INDICATE NUMBER OR STATE YES/NO IN APPROPRIATE BOX

NO. OF BEDROOMS	<input type="text"/>	NO. OF BATHROOMS	<input type="text"/>	KITCHEN	<input type="text"/>	LOUNGE	<input type="text"/>
DINING ROOM	<input type="text"/>	LOUNGE WITH DINING ROOM	<input type="text"/>	STUDY	<input type="text"/>	PLAYROOM	<input type="text"/>
TELEVISION ROOM	<input type="text"/>	LAUNDRY	<input type="text"/>	SEPARATE TOILET	<input type="text"/>		
OTHER	<input type="text"/>			OTHER	<input type="text"/>		
OTHER	<input type="text"/>			OTHER	<input type="text"/>		

MONTHLY LEVY  R

**DETAILS OF EXCLUSIVE USE AREAS**

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>

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"/>

**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.

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

ERF/UNIT NO.	SUBURB/SCHEME NAME	DATE OF SALE	SELLING PRICE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**SECTION 6: APPEAL DETAILS**

DESCRIPTION OF THE PROPERTY/UNIT NO.	PARTICULARS AS REFLECTED IN THE VALUATION ROLL	CHANGES REQUESTED BY APPELLANT
CATEGORY	<input type="text"/>	<input type="text"/>
PHYSICAL ADDRESS/DOOR NO./FLAT NO.	<input type="text"/>	<input type="text"/>
EXTENT	<input type="text"/>	<input type="text"/>
MARKET VALUE	<input type="text"/>	<input type="text"/>
NAME OF OWNER	<input type="text"/>	<input type="text"/>

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

**FORM A: RESIDENTIAL (FULL TITLE AND SECTIONAL TITLE USED FOR RESIDENTIAL PURPOSES)**  
**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	

REASONS OF THE VALUATION APPEAL BOARD

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NAME OF THE CHAIRPERSON OF THE VALUATION APPEAL BOARD

SIGNATURE:


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